# DPAS BASIC PLUS TRAINING MANUAL

I.  The DPAS Basic Plus Training Manual is changed as follows:
 Remove pages listed below and insert revised pages.

| **Remove Old** | **Insert New** |
|---|---|
| **MASTER TABLE OF CONTENTS** | |
| i thru vi | Same |
| **INTRODUCTION** | |
| 1 thru 2 | Same |
| **NAVIGATING DPAS** | |
| i thru ii | Same |
| 19 thru 20 | Same |
| 25 thru 28 | Same |
| **CHAPTER ONE** | |
| 35 thru 36 | Same |
| 45 thru 46 | Same |
| 67 thru 68 | Same |
| 73 thru 76 | Same |
| 85 thru 86 | Same |
| 101 thru 102 | Same |
| **CHAPTER TWO** | |
| 143 thru 146 | Same |
| 149 thru 150 | Same |
| 175 thru 178 | Same |
| 201 thru 202 | Same |
| 227 thru 228 | Same |
| 235 thru 236 | Same |
| 245 thru 246 | Same |
| 255 thru 256 | Same |
| 261 thru 270 | Same |
| 277 thru 278 | Same |
| 321 thru 322 | Same |
| 325 thru 326 | Same |
| 335 thru 342 | Same |
| 345 thru 346 | Same |

II. **SIGNIFICANT CHANGES**
Revision represents minor corrections.

# DPAS Basic Plus Master Table of Contents

# What Is DPAS?

DPAS is a Windows based system that uses a Client/Server Graphical User Interface (GUI). Users are required to have a personal computer operating Windows (Windows 95, NT, etc.).  The GUI provides a Multiple Document Interface, which allows a user to move from one process to another without exiting from current process.

DPAS provides on-line capability to support all functions that are associated with property accountability and equipment management.  A small portion of the system functions is accomplished by batch processing of interface transactions or processing of summary report data.  DPAS is an independent operation and does not require support from other systems for processing data.  It can be used as a stand-alone property management system that provides general ledger control and depreciation schedule information to accounting systems, as well as documenting the physical control of installation equipment.

The system contains mandatory and optional modules available through a variety of toolbars containing buttons that will apply a command with one click of the mouse.  The primary system functions include all actions associated with property management, accounting, equipment utilization, and preventive maintenance schedules.

The system provides the accountable officer with the capability to update item authorizations, cataloging actions, accountable record processing (e.g., receipts, turn-in, and inventory tracking/status), accounting depreciation data, serial number tracking, component visibility, and an automated document register.  All input data is validated on-line prior to updating the database.

**DPAS offers four different methods of managing equipment:**

- ➤ **Serial**  one item, one record.
- ➤ **Bulk**  multiple items, one record.
- ➤ **System**  group related items.
- ➤ **Kit**  components of sets or outfits.

The system provides the equipment manager or responsible officer the ability to manage all actions associated with maintenance and equipment utilization.  Work orders are automatically generated.  The user can create and print trip tickets for all mobile equipment.

Warranty information for equipment is tracked.

DoD Equipment management data includes statistics developed for under and over utilized equipment and parts and repair costs for equipment maintenance.  Data is also provided to support oil analysis programs.

# Benefits of DPAS

- ➢ Regulatory financial and physical reporting of property, FMFIA and CFO compliance
- ➢ Integration of financial and property data
- ➢ Eliminate redundant systems and costs
- ➢ System interfaces to DoD migratory accounting systems
- ➢ Asset visibility and redistribution

## CAPABILITIES: INVENTORY MANAGEMENT & FINANCIAL REPORTING

- ➢ Catalog of assets (serial & bulk)
- ➢ Supply interface capabilities
- ➢ Authorization tracking
- ➢ Automated Document Register
- ➢ Component visibility & tracking
- ➢ Hand Receipt & Sub Hand Receipt Holder capabilities
- ➢ Management of warranty/service/lease information
- ➢ Complies with DoD financial regulations.

  **History is maintained on most transactions.**

## CAPABILITIES: EQUIPMENT TRACKING

- ➢ Automated build of skeleton maintenance record
- ➢ Automated preventive maintenance scheduling
- ➢ Complete utilization reporting
- ➢ System-generated work orders & trip tickets
- ➢ Maintenance/breakdown/repair hours tracking
- ➢ Historical maintenance/utilization data

## CAPABILITIES: REPORTING

- ➢ Over 100 pre-formatted reports available in DPAS
- ➢ *Eureka* Report Designer included with DPAS allows the user to create customized reports

# Navigating DPAS Table of Contents

## DPAS Help Menu

a.  Click on **Help** from the Main Menu and select **DPAS**.

This is the main Help screen from DPAS.



➢ The right side window is the text viewing side.  Your selection answers will appear here.
➢ The left side window is the topic selection listing.  The three tabs will allow you to select the type of Help method desired.

The icon tabs indicate their Help functions:



b.  The default is the **Contents** tab.
c.  **Double-click** on the "purple book" for Catalog.  This will open the topics that are related to the Catalog Module.
d.  Click on the Catalog topic.

The following screen will appear:

The right side of the screen will display information relating to the topic that was selected.

e.  Scroll down on the right side of the screen, there will be a paragraph titled **Catalog Pull Down Menu**.
f.  Click on one of the choices and it will list the processes involved to complete the transaction.

The **Index** tab on the left side of the window will display the help index; sorted alphanumerically, starting with numbers. As you start typing your search topic, the index menu will automatically jump to the first character in your search topic.

g. Click on the **Index** tab.
h. Type in **CHANGE**. Notice as you start typing, the menu will jump to the first letter and continue with the remaining letters.
i. Click **Change Password for Processing Window**.

The following screen will appear:



The **Search** tab opens three windows on the left side. The first window, which is the **Search Topic**. The second window displays variations of the search topic, and third window shows the locations within the DPAS Help. The very first time you select the Search tab, it will create a word list using a wizard. This is a one-time process.



j. In window 1, type **Job**. Notice that you have two selections (**job** and **Job**) in window 2.
k. Highlight **Job**. Notice that in window 3, there are several topics to select.
l. Scroll down the list of topics and highlight **HISTORIES Real Property History**. Notice on the right side of the screen that for the topic you selected, each occurrence of the word **Job** is highlighted.

# Displaying Management Messages

## INTRODUCTION

This process will allow the user to view management messages created by the processing programs within DPAS. Along with the view process, the delete function of a 'single' or 'all' message/s is available. As a reminder, all management messages older than (30) thirty days are deleted automatically during the batch cycle process. Additionally, a Management Messages Report (DP9D671R) showing messages by UIC/Module is available. The user can select one or more modules for the report.

**NOTE:**
The module/s the user has access to will be enabled once entering the screen for both the view and report processes.

If viewing management messages, you must 'double click' or 'highlight' the message then click the 'OK' button in order to view the entire management message and additional user message text. Management messages are authored/controlled by DPAS, but the user message text is an option that allows the user to expand or clarify a specific processing action that is performed in other DPAS processes.

## PREREQUISITES

None

## STEPS TO PERFORM ACTION

1. Select **File** from the menu bar.
2. Select **Management Messages** from the program group.

Print Reports
Management Messages
User Defaults
Change Password
Actbl UIC
Security POCs
Message of the Day
DPAS Home Page
Exit                    F3
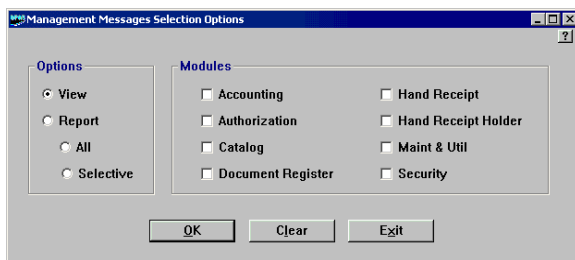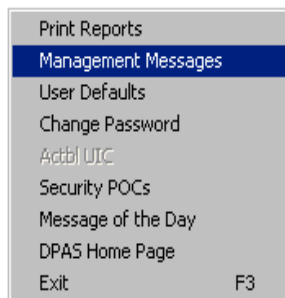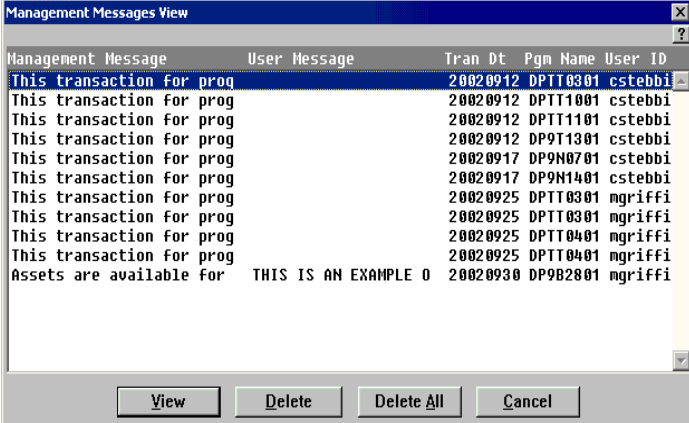
### STEP 1:

a. **Options:** Select whether you want to view the message(s) or print a report of all or a specific management message.
b. **Modules:** Select the module(s) you want to view or report.
c. Click **OK**.

## STEP 2:

a.  Highlight the message you wish to view.
b.  Click **View**.





**NOTE:**
All management messages older than (30) thirty days are deleted automatically during the batch cycle process.

This is an example of a Management Message:



• Once you have read the message(s), you can either delete it, or click **OK** to return to the previous screen.

# Setting User Defaults

## INTRODUCTION

The DPAS User Defaults screen allows you to enter and store commonly used information.

This saves time by populating the default settings into the data fields within the DPAS modules.  Keep in mind that you have the ability to change the default data in the individual data fields.

Information stored in the User Defaults screen will be used to populate DPAS data fields in various DPAS processes.

## PREREQUISITES

None

## STEPS TO PERFORM ACTION

1.  Select **File** from the menu bar.
2.  Select **User Defaults** from the program group.
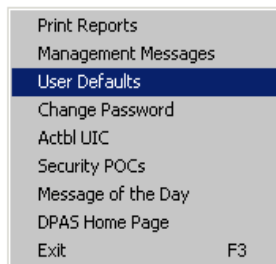
```
Print Reports
Management Messages
User Defaults
Change Password
Actbl UIC
Security POCs
Message of the Day
DPAS Home Page
Exit                F3
```

## STEP 1:

a.  Enter any default information that you need.  You may need to click on the other tabs to enter more information.

**HINT!**
Setting up defaults is not a mandatory process within DPAS.  But if you want certain fields to always display on your Key Data and/or Process screens, then enter that information on this screen.

The defaults are NOT stored on your database, but on your computer.  If you sign on to DPAS using a different computer, then you will need to change the pertinent information.

Once all desired default information has been entered, click **OK**.

> **NOTE:**
> Information stored as User Defaults will be used to populate all corresponding fields in other DPAS screens.
>
> The information in the User Defaults will only be used when processing a new transaction.

The Transaction Processed dialog box will be displayed.

b.   Click **OK**.

You will be returned to the DPAS Main Menu.

# Introduction To The Catalog

The DPAS Catalog carries the general or common characteristics of a type of asset. A National Stock Number (NSN), Management Control Number (MCN) or a Part Number must identify each type of asset. There is a link to the Army Supply Bulletin 700-20, which is a portion of the FedLog. If the NSN is found on the SB 700-20 the information will populate the fields on the Catalog automatically. For Army users, this data cannot be changed. For all other users, changes can be made to any field. There is also a link to the Army Master Data File (AMDF).

The crucial data elements that control the size and scope of the catalog are the Generic Nomenclature and the Nomenclature. The level of description entered can either increase or decrease the number of Catalog records needed to track the assets on the Property Book. IT Equipment is the easiest example of this. If the level of description stops at the speed of a machine, such as Computer, Pentium IV, 1.5 GHz, it takes far fewer Catalog records to track all of the IT assets than if the level of description goes to the hard drive size, such as Computer, Pentium IV, 1.5 GHz, 160G hard drive. In the first example, the 1.5 GHz Pentium IV's are tracked under the same Stock Number. In the second example, it takes several Stock Numbers to track the 1.5 MHz Pentium IV's, one for every change in hard drive size.

Another deciding factor is whether the manufacturer name and part number is part of the Generic Nomenclature. It is recommended that this information NOT be part of the nomenclature because DPAS has a process to supplement the catalog that allows the users to track multiple Manufacturer Name and Part Numbers for a Stock Number. This allows the use and tracking of far fewer Stock Numbers but still has the visibility of the Make and Model of every asset. A simple example would be a 3/8" Drill. There could be two Stock Numbers built, one for a corded version and one for a cordless. Then Manufacturer information could be built against these Stock Numbers. On the other hand, many Stock Numbers could be built, one for each Manufacturer, e.g., Craftsman, DeWalt, Porter-Cable, Makita, etc.

At the Catalog level the user determines if the assets under a particular Stock Number are managed by serial number or by bulk quantity. Once one asset is placed on the Property Book, this field cannot be changed. To change the field, all of the assets must be removed from the Property Book. Then the field can be changed and all of the assets placed back on the Property Book.

Financial reporting also begins with the Catalog. The Type Asset Code, Asset Code and the Equipment Depreciation Code identify what general category this equipment falls into, such as IT equipment, Commercial Vehicles, etc. The Type Asset Code is crucial because only General PP&E assets depreciate. Heritage and National Defense Equipment do not depreciate regardless of their cost.

There are TWO interfaces with criteria for reporting that are established on the Catalog. The Army CBS-X/ UIT interface is controlled by the RICC and the CIIC and DoDSASP code control the DoDSASP reporting. If the user wants to use the Maintenance and Utilization processes in DPAS, the Service Code must be set on the Catalog. Once this is set, basic information can be established to allow DPAS to compare the usage of the asset against the benchmark.

Some Agencies/Services have developed a Catalog of assets that the entire Agency/Service is to use. Some of these Agencies/Services have multiple DPAS databases. To support this structure DPAS can assign one database as the Master Catalog. Then the other databases are designated as Subordinate Catalogs. The Subordinate Databases cannot add records to their Catalogs. When a record is added to the Master Catalog the record is also added to the Subordinate Catalogs. The Manufacturer Name/ Manufacturer Part Number File can also be controlled in this manner. It is up to each Agency/Service whether they want the Master Database to control the Manufacturer Name/Manufacturer Part Number File. If the file is controlled, then it works in the same manner as the process for the Catalog File. There are good reasons that an Agency/Service may not want to control the Manufacturer Name/Manufacturer Part Number File. One of them is that there are so many Manufacturer/Part Number combinations that it may be overwhelming to centrally manage all of them.

## Adding A Catalog Record

**MODULE:  Catalog**

### INTRODUCTION

If you have determined that a Catalog record does not exist for your asset, then you will need to follow your activity's procedures in adding the record.

See the References tab for examples of your Activity's Sample Catalog Request Forms.

### OBJECTIVES

None
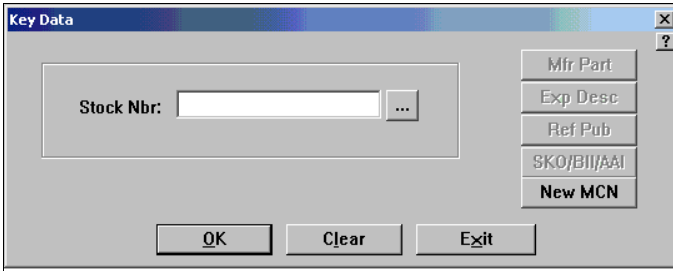
### PREREQUISITES

None

### STEPS TO PERFORM ACTION

1.  Select the **Catalog** icon, or select **C**atalog from the menu bar.
2.  Select **Catalog Actions** from the program group.
3.  Select **Catalog** from the program list.
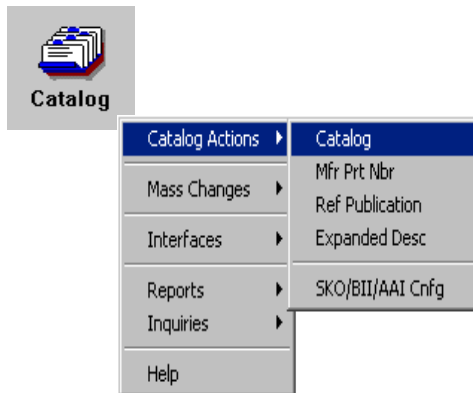
## STEP 1:

- Click the browse button to search for the stock number either on the Catalog Table or on FED LOG.
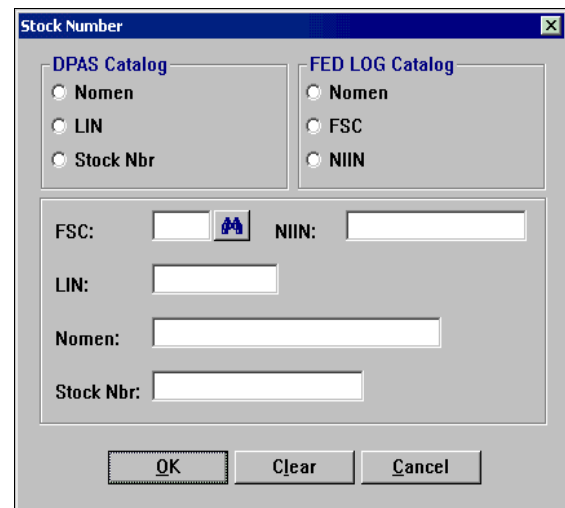
**NOTE:**

If you already know the stock number, but it is not yet on your Catalog, simply enter it in the field. If your Activity interfaces to the SB 700-20, DPAS will read the SB 700-20 Table to see if there is a Stock Number match. If a match exists, then DPAS will automatically populate the Add screen with the information from that table. Otherwise, you will need to supply the appropriate information.

## STEP 2:

**Catalog Group Boxes:**

a. If you are searching the DPAS Catalog or the FED LOG Catalog, select the field you want to search by.
b. Whichever data field you selected to search by, enter the data you are searching for.

| DPAS Catalog | FED LOG Catalog |
|---|---|
| **Nomen:** Will allow you to search for a particular Nomenclature and will allow for wildcard searches | **Nomen:** Same as DPAS Catalog |
| **LIN:** Will allow you to search by LIN. | **FSC:** Will allow you to search for a particular Federal Supply Class. If you click on the binoculars, it will bring up the FSC Search to allow you to search by Code or Description. |
| **Stock Nbr:** Will allow you to search for a particular stock number. | **NIIN:** Will allow you to search for the National Item Identification Number. This number is a seven-position number serially assigned to each supply item having an approved Federal Item Identification. |

# Introduction To Authorizations

This module is used to track the allowances for assets and to provide a link between the on-hand item and the authorization for the item.  The use of the Authorization Process is optional for some users, but if your Activity uses it, an Authorization must be built for each asset.

An Authorization can be built against a Line Item Number (LIN) or a Stock Number.  The LIN or Stock Number must exist on the Catalog before the Authorization can be built.

DPAS validates the structure of the Authorization Document Number to ensure it is in accordance to regulations.  Therefore, if the authorization is to be a TDA authorization, the Authorization Document Number must follow the format of TDA + Two Characters + UIC.  The two characters are the Command Designator of the site (TC, FC, etc).  There is also an edit between the Authorization Document Number and the Property Type Code.  If the Authorization Document Number begins with TDA, the Property Type Code will be a 4, TDA.  If the Authorization Document Number is CTA 50-900, the Property Type Code will be a 2.  If the Authorization Document Number begins with MTE, the Property Type Code will be an 8.  The edit also eliminates values from the Property Type Code.  If the Authorization Document Number does not begin with TDA, then the Property Type Code cannot be a 4.

When an Authorization is built, it is assigned an Authorization Control Number.  This is a system-generated value that identifies the Authorization.  In all other modules of DPAS, the Authorization Control Number will be used to tie the Asset to the Authorization.

To identify an asset as a Substitute for an Officially Authorized Asset you build the Authorization for the Officially Authorized Asset.  Then place the Authorization Control Number from the Officially Authorized Asset on the Substitute Asset.  The Substitute Asset (LIN) does not have an Authorization Record built.  It attaches to the Authorization of the Officially Authorized Asset.

There is an interface to the Army LOGTAADS that allows the user to download their Authorization data. The Authorization data can be Imported to the database for viewing purposes only or the user can have the Interface update the Authorization automatically.  There should be extreme caution taken before the automatic update of the Authorizations is used.  If the LOGTAADS data does not match the Authorizations that are present in DPAS the interface will create records.  These records may be duplicates of Authorizations already built but one data element does not match exactly.

# Adding Authorizations
### MODULE:  Authorizations

## INTRODUCTION

This module is used to establish allowances for assets and to provide a link between the on-hand item and the authorization for obtaining that item.

This module allows the user to add, change, or delete a record to the **Authorization Table**.  DPAS validates authorization entries to ensure they are consistent with business processes.  Authorization identification is perpetuated through DPAS via the authorization control number. The authorization process provides the capability to process adds, changes, deletes, and mass changes.

## PREREQUISITES

Before proceeding with this task, the user must review and become familiar with their Activity's directives.  In addition, the user shall obtain authorizations from the Commanding General/ Commanding Officer or his/her appointed Personal Property Manager before performing any DPAS operations.

## STEPS TO PERFORM ACTION

1.  Select the **Authorizations** icon, or select **Au_t_hn** from the menu bar.
2.  Select **Authorization Actions** from the Authorizations program group.
3.  Select **Approved Authn** from the Authorization Actions program list.



> ### HINT!
> The authorization process must be completed prior to adding the item to the property book.

# Introduction To The Document Register

The Document Register is used to track all documents that affect the balance of the Property Book. All requisitions and the status of those requisitions can be tracked. The permission to transfer an asset or change a major aspect of the asset can be tracked. The above Documents can be tracked manually or the Register can be interfaced with a Supply System to pass the Requisitions and Status automatically.

The use of the Document Register is optional for some users. If the Document Register is to be used then a Document Register record is Mandatory for all transactions that affect the balance of the Property Book and Bar Code/Serial Number changes.

The Document Number can be entered manually by the user or the system can generate the next sequential Document Number. The user has the ability to divide the Document Register into "Blocks". The "blocks" must be established in the Utilities Module before the Document Register can be used. The "blocks" are used to divide the Document Numbers into groups, such as Expendables, Non-Expendables, IT or Ammunition.

The Request for Issue described in this section allows the tracking of a request for the purchase of an asset. This would only be used for the purchasing of a new asset, not a transfer of an asset from another Government Agency/Service.

The Request For Issue data elements are the Standard FEDSTRIP/MILSTRIP data elements. There are additional fields that allow the user to enter more information about a Document that would not be passed to the Supply System. These are the fields on the second page. Depending on the Supply System the user is interfacing, the fields on the Request For Issue will have different edits and may display different values in the Drop Down Lists.

On the second screen there is an Authorization Control Number field. When a Request for Issue is processed, the Due-In quantity will be displayed in the last section of the Hand Receipt Report sorted in Authorization Sequence. If the user wants to have the Due-In quantity displayed in the body of the report with the Authorized LIN of the asset, the Authorization Control Number must be entered on the Document Register.

# Requesting A Document Number
### MODULE:  Document Register

## INTRODUCTION

This module develops a register that assigns numbers for requisitioning and tracking personal property accountability actions. **Document Numbers** are either entered manually or assigned automatically.  The document register function provides an automated tie-in to hand receipt processing.

This section allows the user to assign a **Document Number** to track a piece of equipment that is on order.

## PREREQUISITES

Before the DPAS Automated Document Number Assignment feature can be used, the document number range and associated Block must be established on the Document Number Range table.  This table is located in the DPAS Utilities Module.

## STEPS TO PERFORM ACTION

1.  Select the **Document Register** icon, or select **Doc Reg** from the menu bar.
2.  Select **Supply Requests** from the Document Register program group.
3.  Select **Issue** from the Supply Requests program list.
.
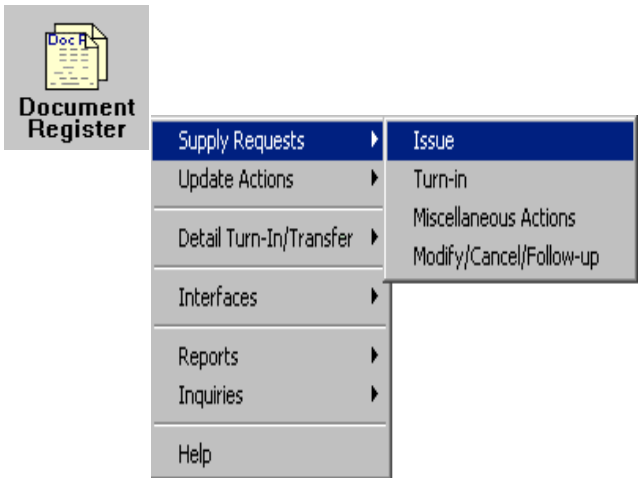
## STEP 1:

a. **UIC:** Enter your UIC.
b. **DIC:** From the drop down list box, select the appropriate Document Identifier Code for the item for which you are getting the document number.
c. **Stock Nbr:** Enter or browse for the Stock Nbr. The Stock Nbr must be consistent with the DIC that you selected. For example, if you enter a true NSN (13-position numeric characters), then your DIC must be for an NSN. If your Stock Nbr is an MCN (13-positions, but there is an alpha character in the 7th position), then the DIC must be for Other Domestic or Exception Data Domestic. If your Stock Nbr is a part number, then the DIC must be for a Part Nbr.
d. **Document Number Assignment Group Box:** Select the appropriate document number assignment. **Automated:** DPAS will automatically generate a document number once you process the transaction. **Manual:** This will be user defined.
e. Click **OK**.

## STEP 2:

a. **Doc Nbr:** If your Activity interfaces with SARSS-O **AND** you selected to assign your document number automatically, this field will populate with the unit's DoDAAC. If your Activity does not interface with SARSS-O **AND** you selected to assign your document number automatically, you will need to enter your DoDAAC.

If you selected to manually assign your document number, enter your document number.

b. **Block:** Click the browse button to display the blocks of document numbers for assignment.

> **HINTS!**
>
> - A complete Document Number is only mandatory if the Manual Document Number Assignment was selected in Step 1.
> - BLOCK is only mandatory if the Automatic Document Number Assignment was selected in Step 1.
> - When assigning a manual document number, you **CANNOT** assign the number using a Julian date equal or greater than the current Julian date. This prevents a duplicate document number from being entered.

c.  **HRH Nbr:**  Enter the appropriate Major Hand Receipt Holder Number and/or Sub Hand Receipt Holder Number.

d.  **RIC:**  Enter the Routing Identifier Code.  This field will not be mandatory for Activities that interface with SARSS-O.

e.  **Media Sts Cd:**  Select the appropriate code that describes the type of status report, who receives it, and method of status.  Refer to **References** for the appropriate codes.

f.  **Qty:**  Enter the quantity being ordered or the quantity from the receipt documentation.

g.  **Demand Cd:**  Select the type demand for the item.  Refer to **References** for the appropriate codes.

h.  **Supp Address:**  If you are identifying an alternate address for shipping and/or billing, enter the appropriate address.

i.  **Signal Cd:**  Select the appropriate code to identify where the item(s) is to be shipped as well as who to bill.  The default is displayed.  Refer to **References** for the appropriate codes.

j.  **Fund Cd/Appn:**  Click on the browse button to display the valid Fund Codes and/or Appropriation Allotment Serial Numbers.  Select the appropriate code(s) for the item.

k.  **Dstrn Cd:**  Enter the delivery point, distribution/end item or type requirement code, if applicable to your Activity.

l.  **Prj Cd:**  If this item is being used for a specific project, enter the appropriate project code.

m.  **Postpost:**  Check this box if the asset has already been received and there is no requirement for the requisition to be transmitted to the Supply Support Activity.

n.  **PD:**  Select the appropriate Priority Designation for your Activity from the pick list.   Refer to **References** for the appropriate codes.

o.  **RDD:**  Enter the 3-position Julian date that indicates the Required Delivery Date of the item.

p.  Click **Next Page**.

## STEP 3:

a.  **Advice Cd:**  If you have special instructions for the SSA, select the appropriate code from the pick list. Refer to **References** for the appropriate codes.

b.  **Acq Cost:**  Enter the expected cost of the item.  This field will display the Unit Cost from the Catalog Table, if one was entered.  This field will also carry over to the End Item Increase screen when you add the item to the Property Book.

c.  **Cond Cd:**  If this field is accessible, you can select the Condition Code for the item.

d.  **Authn Ctl Nbr:**  If your Activity uses authorizations, it is recommended that you enter your Authorization Control Number for the item so that your due-ins appear correctly on your Hand Receipt report.  If your Activity does not use authorizations, this field will not be accessible.

If the user wants to have the Due-In quantity displayed in the body of the report with the Authorized LIN of the asset, the Authorization Control Number must be entered on the Document Register.

# Adding Items To The Property Book
### MODULE:  Hand Receipt

## INTRODUCTION

This process is used to add newly procured items to the DPAS Property Book.

## PREREQUISITES

Before the asset can be added to your property book, the item must be on the Catalog table.

If your Activity uses the Authorizations, you will need to have an authorization for the item.  Refer to Chapter One, **Adding Authorizations**.

If your Activity uses the Document Register, you will need to obtain a document number for the item.  Refer to Chapter One, **Requesting A Document Number**.

If you are auto assigning your bar codes, a bar code prefix will need to be established.  The Property Book Officer usually establishes these codes.  This process can be found in Chapter Seven.

## STEPS TO PERFORM ACTION

1.  Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2.  Select **End Item Actions** from the program group.
3.  Select **Increase** from the program list.
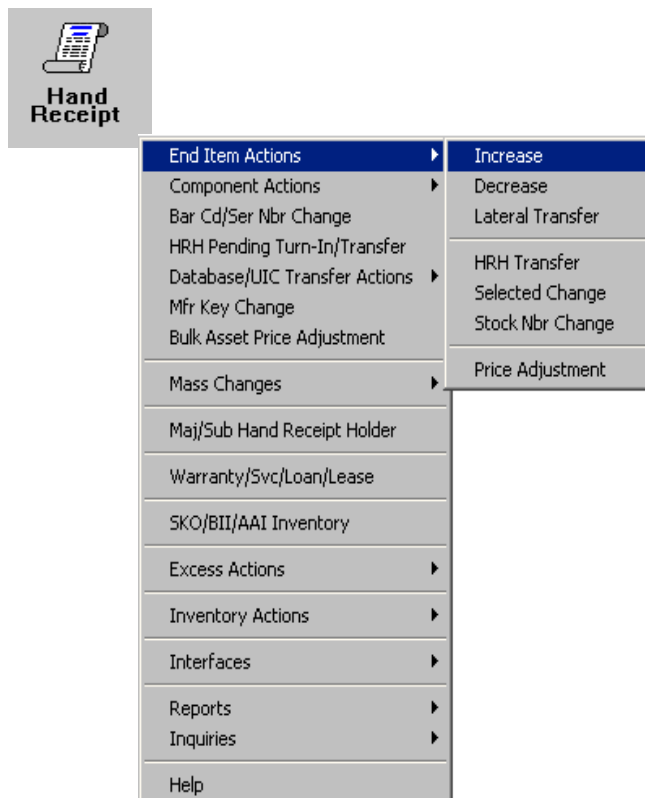
## STEP 1:
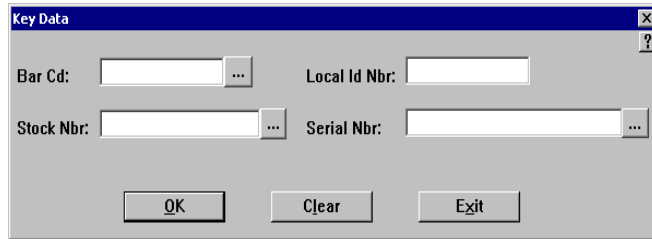
a. **Type Action Group Box:** Select the appropriate action for increasing the asset.

| Type Actions | |
|---|---|
| **New Procure-ment** | New purchase |
| **Transfer In** | Item is being transferred in from another Activity. |
| **Reversal** | This is an "undo". If the item was removed erroneously, an increase reversal would be used to add it back on the property book. Keep in mind that you **MUST** use the document number that was used when the item was removed from the property book. |
| **Admn Adj Rpt (AAR)** | This may be used for items that were found on installation, or to pick up an item that was reversed off the property book, etc. |
| **Ammunition** | Used to add ammunition to the property book (for Army, this requires a DA Form 581). |

b. **Bulk Asset:** Check this box if the asset is bulk managed. In order to use the Bulk Asset check box, the item must be cataloged with a Management Code of B (bulk managed).
c. **UIC:** Enter or browse for your UIC. You can set User Defaults to automatically display this field).
d. **Doc Nbr:** Enter or browse for the Document Number for the asset.
e. **Bar Cd:** If your Activity bar codes assets, enter a bar code for the item. If not, leave this field blank.

> **Prefix...:** If your Activity bar codes assets, you can establish prefixes to use to have DPAS automatically assign your bar codes. Prefixes are established in the **Utilities** module. If you clicked on the Prefix button, the Auto Assign check box is automatically checked. You cannot let DPAS auto assign your bar codes without a prefix being established.

f. **Stock Nbr:** Enter or browse for the stock number of the item.
g. **Serial Nbr:** Enter the serial number of the item.
h. Click **OK**.

## STEP 1:

a. **Bar Cd:** If your Activity uses bar codes, enter the bar code of the asset, otherwise:

   Enter the **Stock Nbr** and the **Serial Nbr** of the asset.
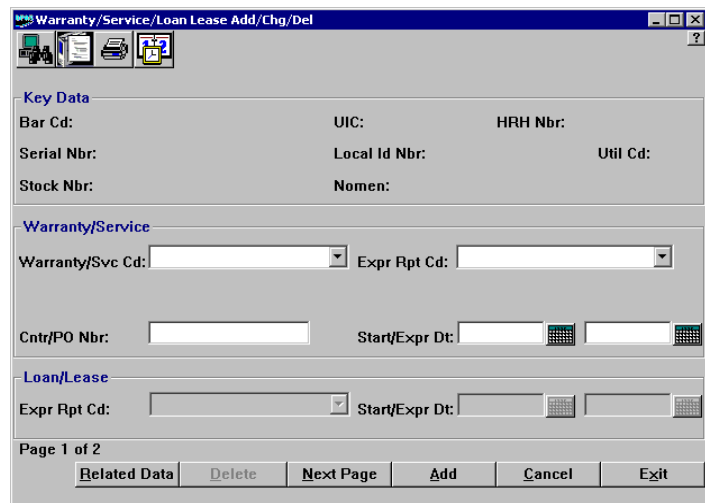
b. **Local Id Nbr:** If the item has been assigned a local identification number (such as a bumper number for vehicles), this number can be entered instead of the Bar Code or the Stock Nbr/Serial Nbr combination.
c. Click **OK**.

## STEP 2:

a. **Warranty/Svc Cd:** Click on the drop down list button. If you are establishing a warranty, select **Warranty**.

   If you are establishing service, select **Service**.

b. **Expr Rpt Cd:** Click on the drop down list button. Select the appropriate number of days in advance of the warranty/ service agreement expiration date that an asset will appear on the Warranty/ Service/Loan/Lease Report.



c. **Warranty Hrs/Miles:** This field will only display if the asset has been cataloged with a Utilization Code of **hours** or **miles**. In such a case, enter the number of warranty miles or hours.
d. **Cntr/PO Nbr:** Enter the contract or purchase order number, if available.
e. **Start/Expr Dt:** In the first box, enter the date the warranty or service started for the asset. In the second box, enter the date the warranty or service is to end for the asset.

**Loan Lease Group Box:**

f. **Expr Rpt Cd:** Click on the drop down list button. Select the appropriate number of days in advance of the loan/lease agreement expiration date that an asset will appear on the Warranty/ Service/Loan/ Lease Report.
g. **Start/Expr Dt:** In the first box, enter the date the loan or lease started for the asset. In the second box, enter the date the loan or lease is to end for the asset.
h. Click **Next Page**.

## STEP 3:

a. **POC:** Enter the point of contact for the vendor.
b. **Phone:** Enter the vendor's phone number.
c. **Name:** Enter the name of the vendor.
d. **Address:** Enter the address of the vendor.
e. **Remarks:** Enter any remarks, if desired.
f. Click **Add**.

The Transaction Processed dialog box will be displayed.

g. Click **OK**.

You will be returned to the Key Data screen.

h. Click **Exit**.

## Changing Warranty Information

1. Enter the Bar Cd (if you are using bar codes) **OR** enter the Stock Nbr **AND** Serial Nbr of the item you are changing. If you have assigned a **Local Id** to the item, you can enter that instead of the Bar Code or the Stock Nbr and Serial Nbr.
2. Click **OK**.
3. Make the necessary change(s).
4. Click **Change**.

## Deleting a Catalog Record

1. Enter the Bar Cd (if you are using bar codes) **OR** enter the Stock Nbr **AND** Serial Nbr of the item you are changing. If you have assigned a **Local Id** to the item, you can enter that instead of the Bar Code or the Stock Nbr and Serial Nbr.
2. Click **OK**.
3. Click **Delete**.

# Adding A New Hand Receipt Holder And/Or Sub
### MODULE:  Hand Receipt

## INTRODUCTION

This process is used to add a new Hand Receipt Holder and/or a new Sub Hand Receipt Holder.

If you are using the Authorization Module and are tracking the Authorizations down to the Hand Receipt Holder level, you must enter a TDA Paragraph Number.  This TDA Paragraph Number must be unique, it cannot be on any other Hand Receipt Holder.  If you are building a Sub Hand Receipt Holder you must leave the TDA Paragraph Number blank.  The Sub Hand Receipt Holder uses the TDA Paragraph Number of the Major Hand Receipt Holder to which it is attached.
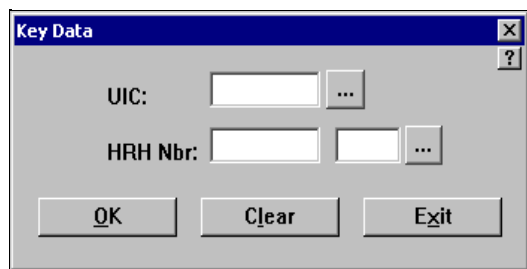
## PREREQUISITES

None

## STEPS TO PERFORM ACTION

1.  Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2.  Select **Maj/Sub Hand Receipt Holder** from the program group.
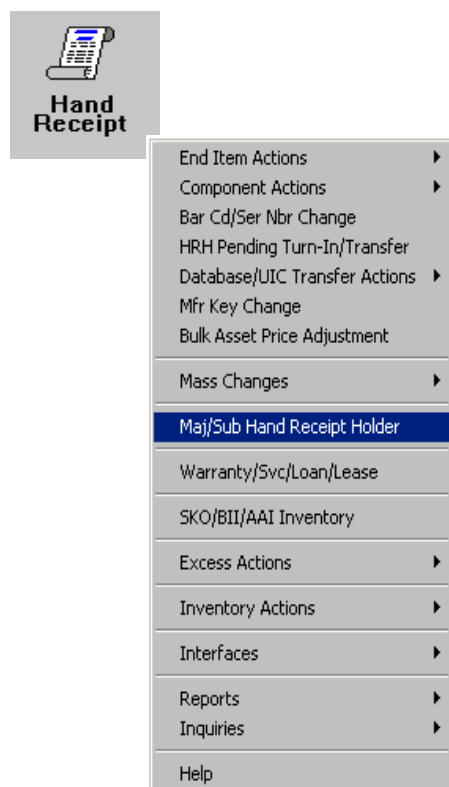
## STEP 1:

a. **UIC:** Enter or browse for your UIC.
b. **HRH Nbr:** In the first block, enter the **NEW** HRH Nbr you are adding (between 1-6 alphanumeric characters). Leave the second block blank.
c. Click **OK**.
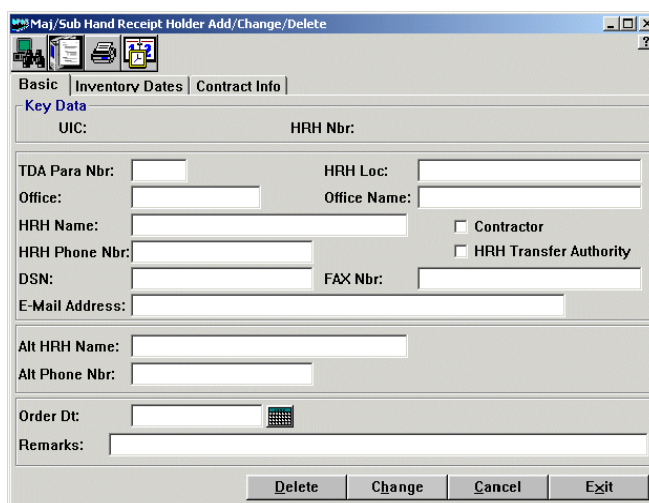
**HINT!**
You **cannot** establish a Sub HRH until *after* the Major HRH has been established on the Hand Receipt Table.

## STEP 2:

a. **TDA Para Nbr:** If your Activity is required to use TDA Paragraph Numbers, enter the TDA for the Hand Receipt Holder.
b. **HRH Loc:** Enter the location of the hand receipt holder.
c. **Office:** Enter the office/code of the hand receipt holder.
d. **Office Name:** Enter the office name of the hand receipt holder.
e. **HRH Name:** Enter the name of the hand receipt holder.
f. **Contractor:** If the hand receipt holder is a contractor, check this box.
g. **HRH Transfer Authority:** Check this box **IF** you want the hand receipt holder to have authority to transfer items. This is only for hand receipt holders that have access to the **HAND RECEIPT HOLDER** module (not Hand Receipt).
h. **HRH Phone Nbr:** Enter the phone number of the hand receipt holder.
i. **DSN:** Enter the DSN telephone number of the hand receipt holder, if applicable.
j. **FAX Nbr:** Enter the Fax number for the hand receipt holder.
k. **E-Mail Address:** Enter the email address for the hand receipt holder.
l. **Alt HRH Name:** If there is an alternate person who is to sign for items when the major hand receipt holder is unavailable, you can enter the name of the alternate HRH. This is optional.
m. **Alt Phone Nbr:** Enter the phone number of the alternate HRH.
n. **Order Dt:** Enter the date that the hand receipt order was effective. You can click on the calendar button to select the date. The date must be in YYYYMMDD format.
o. **Remarks:** Enter any applicable remarks.
p. Click the **Inventory Dates** tab.

## STEP 3:

a. **Inventory Dates:** When a new HRH is created, the dates are automatically generated. The current date is displayed in the **Last Inv Dt** and the **Next Inv Due Dt** will display the date the next inventory is due based on your service's policy. For example, if you are Army, it will populate with one year out. If you are Navy, it will populate with three years out. These dates can be changed.

b. Click the **Contract Info** tab (only if the hand receipt holder is a contractor; otherwise, click **Add**).

## STEP 4:

Use this information **ONLY** if the hand receipt holder is a contractor.



a. **Cntr Id:** Enter the contractor identification. This field is mandatory when adding contractors.
b. **Cntr PO Nbr:** Enter the contract purchase order number.
c. **Dlvy Order Nbr:** Enter the specific order number used under an umbrella delivery order. This applies to contracts.
d. **COR:** Enter the government property representative of the Contract Administration Office.
e. **Property Admn:** Enter the individual who is the authorized property representative.
f. **COR Phn Nbr:** Enter the phone number of the Contracting Officer's Representative.
g. **Property Admn Phn Nbr:** Enter the phone number of the Property Administrator.
h. **Property Admn E-Mail Address:** Enter the email address of the Property Administrator.
i. **Remarks:** Enter any valid remarks.
j. **Corp Name:** Enter the official name of company/corporation listed on the contract.
k. **Divsn Name:** Enter the division name of the company/corporation listed as the reporting contractor.
l. **Address:** Enter the address of company/corporation listed as the reporting contractor.
m. **City:** Enter the city of company/corporation listed as the reporting contractor.
n. **State:** Enter the state of company/corporation listed as the reporting contractor.
o. **ZIP Cd:** Enter the zip code of company/corporation listed as the reporting contractor.
p. **Name of Gov Plant:** Enter the plant or facility that is Government owned and Contractor operated.
q. Click **Add**.

The Transaction Processed dialog box will be displayed.

r.   Click **OK**.

You will be returned to the Key Data screen.

s.   Click **Exit**.

## Adding a Sub Hand Receipt Holder

Once a major hand receipt holder is established, a sub hand receipt holder can be created for the major HRH.

1.   On the Key Data screen, enter or browse for your UIC.
2.   Enter or browse for the major HRH for which you are assigning the sub HRH.
3.   In the second block for the HRH Nbr, enter a 1-3 alphanumeric code for the sub HRH.
4.   Click **OK**.
5.   Change the information for the major HRH to the information for the sub HRH.
6.   Click **Add**.

> **HINTS!**
> Refer to the Navigating DPAS section, **Setting User Defaults** to automatically display your Hand Receipt Holder Number wherever the HRH Nbr is to be input.
>
> Use this screen to manage inventory dates.  These dates will be set to zeros upon conversion and once an inventory is done, these dates will be updated.  You can change these dates at anytime.  The dates do not schedule any inventories.  These dates are for management and historical purposes only.

## Changing  Major/Sub Hand Receipt Holder Information

1.   On the Key Data screen, enter or browse for your UIC.
2.   Enter or browse for the major/sub HRH you are changing.
3.   Click **OK**.
4.   Make any necessary changes.
5.   Click **Change**.

## Deleting a  Major/Sub Hand Receipt Holder

Before you can delete a major/sub HRH, there can be no assets on hand or due in to the HRH.

1.   On the Key Data screen, enter or browse for your UIC.
2.   Enter or browse for the major/sub HRH you are deleting.
3.   Click **OK**.
4.   Click **Delete**.

## STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **End Item Actions** from the program group.
3. Select **Increase** from the program list.

## STEP 1:

a. **Type Action Group Box:**  Select the appropriate action for increasing the asset.

- **New Procurement** - New purchase
- **Transfer In** - Item is being transferred in from another Activity.
- **Reversal** - This is an "undo".  If the item was removed erroneously, an increase reversal would be used to add it back on the property book.  Keep in mind that you **MUST** use the document number that was used when the item was removed from the property book.
- **Admn Adj Rpt (AAR)** - This may be used for items that were found on installation, pick up an item that was reversed off the property book, etc.
- **Ammunition** - Used to add ammunition to the property book (for Army, this requires a DA Form 581).

b. **Bulk Asset:** Do not check this box.
c. **UIC:** Enter or browse for your UIC. You can set User Defaults to automatically display this field.
d. **Doc Nbr:** Enter or browse for the Document Number for the asset.
e. **Bar Cd:** If your Activity bar codes assets, enter a bar code for the item. If not, leave this field blank.

- **Prefix...:** If your Activity bar codes assets, you can establish prefixes to use to have DPAS automatically assign your bar codes. Prefixes are established in the **Utilities** module. If you clicked on the Prefix button, the Auto Assign check box is automatically checked. You cannot let DPAS auto assign your bar codes without a prefix being established.

f. **Stock Nbr:** Enter or browse for the stock number of the item.
g. **Serial Nbr:** Enter the serial number of the item.
h. Check the **Multiple Entries** check box.
i. Click **OK**.

# STEP 2:

a. **HRH Nbr:** Enter or browse for the appropriate HRH Nbr.
b. **Acq Cost:** Enter the actual cost of each item. This **MUST** be accurate! This value will be used to report the cost of the asset to your Activity's general ledger accounts.
c. **Fund Cd/Appn:** Enter or browse for the appropriate fund code and/or appropriation allotment serial number.
d. **Mfr Yr:** The default year is the current year. If this is not the year the item was manufactured, you can change it to the correct year.
e. **Mfr Key:** Browse for the appropriate manufacturer key. These are established in the Catalog module.
f. **Authn Ctl Nbr:** Enter or browse for the authorization control number for the item. The Hand Receipt Holder number on the authorization **MUST** match the hand receipt holder number for which the asset is being assigned.

If you click the browse button for the Authorization Control Number, this screen will display.

You can also leave the field blank and just click OK. This will display all of the Authn Ctl Nbrs.

If you selected to search by the LIN, you must enter at least one position of the LIN.

Once you have found the appropriate Authn Ctl Nbr, highlight the field and click OK.

g. **Acq Dt:** Enter the date the asset was purchased. Policy varies by Agency.

h. **Eff Dt:** Enter the date the property book officer/representative signed for the asset. For real property this is the date facility or improvement accepted. Policy varies by Agency.

# Adding Bulk Assets To The Property Book
### MODULE: Hand Receipt

## INTRODUCTION

This process is used to add a bulk quantity of an asset to the Property Book. The Bulk Asset check box must be marked on the Key Data screen, which causes the serial number to be inaccessible and will generate a bulk bar code when the transaction is processed. NOTE: If the assets are lot managed, they should be added to the Property Book as bulk assets and the Lot Number field on the second screen of the Increase Process should be used. It is possible to have multiple bulk records for the same type of asset on the same Hand Receipt. This is due to having one of the following fields different from the previous record - UIC, Fund Code, HRH Nbr, Expense Code, Authorization Control Nbr, Loan/Lease Code, PBIC, Site Code, Location and Lot Nbr. After the stock number and Hand Receipt Holder number are entered, the user will be shown a list of the bulk records available for that stock number and hand receipt. Care must be taken to select the correct record.

## PREREQUISITES

The Management Code on the Catalog table must be **B** to indicate the asset is bulk.

## STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **End Item Actions** from the program group.
3. Select **Increase** from the program list.
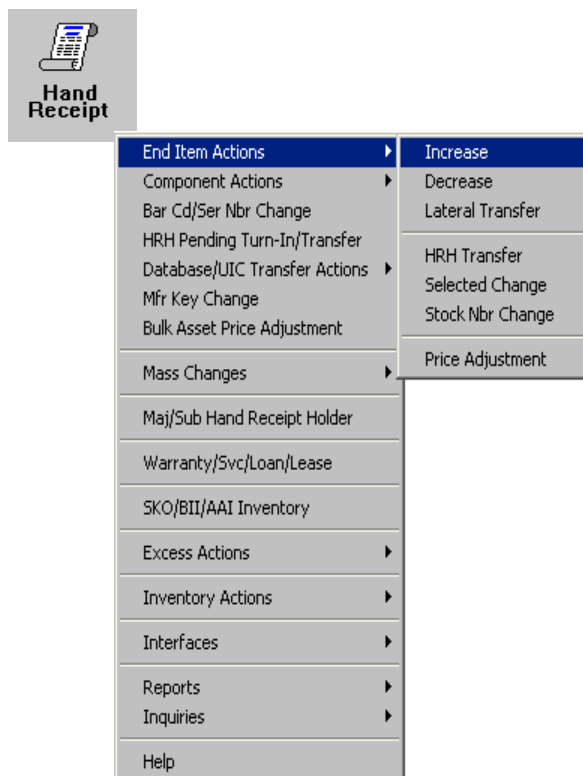


**HINT!**
Even if your activity does not use bar codes, DPAS will still assign a bulk bar code to bulk managed items. You can use this number to access information about the bulk asset.

As additional quantity of the same asset is added, DPAS will use the SAME bulk bar code as long as the following information matches the original procurement:

| | |
|---|---|
| **UIC** | **LOAN LEASE** |
| **CODE** | |
| **FUND CODE** | **PBIC CODE** |
| **HRH NUMBER** | **SITE CODE** |
| **EXPENSE CODE** | **LOCATION** |
| **AUTHORIZATION CONTROL** | **LOT NUMBER** |
| **NUMBER** | |

If even ONE of these fields is different, DPAS will create a NEW bulk bar code to identify the new group of bulk assets.

**Corrective Action:** To merge two bulk bar code numbers is to perform an End Item Selected Change and make the differing data elements the same.

# STEP 1:

a. **Type Action:** Select the type of action for the asset.
b. **Bulk Asset:** Check this box.
c. **UIC:** Enter or browse for the UIC.
d. **Doc Nbr:** Enter or browse for the document number for the asset.
e. **Bar Cd:** This field is not accessible, but will be system generated. Bar codes will begin with **BULK** followed by a system generated number.
f. **Stock Nbr:** Enter or browse for the stock number for the asset.
g. **Serial Nbr:** This field is not accessible.
h. Click **OK**.

# STEP 2:

a. **HRH Nbr:** Enter or browse for the hand receipt holder.
b. **Acq Cost:** Enter the **individual** cost of the bulk assets, NOT the total cost.
c. **Fund Cd/Appn:** Enter or browse for the appropriate fund code and/or appropriation allotment serial number.
d. **Mfr Yr:** The default is the current year. If this is not correct, change the year to the correct year.
e. **Mfr Key:** Enter or browse for the appropriate manufacturer key.
f. **Authn Ctl Nbr:** If your Activity uses the Authorizations module, enter or browse for the appropriate authorization for the asset.
g. **Acq Dt:** Enter the date the asset was bought. Policy varies by Agency.
h. **Eff Dt:** Enter the effective ate for the asset. Policy varies by Agency.
i. **Qty:** Enter the number of items you are adding.
j. **Asset Cd:** Select the appropriate asset code.
k. **Cptl Cd:** This field is only accessible for serial assets.
l. **Exp Cd:** Select the appropriate expense code.
m. **Lo/Le Cd:** Select the appropriate loan/lease code **if** the items are to be loaned or leased.
n. **Office:** Enter your office or code.
o. **Task Cd:** If you were given a task code by your Finance Office, enter it here.
p. **Job Order Nbr:** If you were given a job order number by your Finance Office, enter it here.
q. **Cntr/PO Nbr:** If you are keeping track of the Contract or Purchase Order numbers, enter that number here.
r. Click **Next Page**.

## STEP 3:

a. **Loc:** Enter or browse for the physical location of the item. This field is **MANDATORY**. These locations are established in the **Utilities** module.

b. **Sub Loc:** Enter a sub location of the asset, if desired.

c. **Site Cd:** Enter or browse for the asset's storage location. These codes are established in the **Utilities** module.

d. **PBIC:** Enter or browse for the property book identification code. These codes are established in the **Utilities** module.

e. **Lot Nbr:** Enter the lot number assigned.

f. **Expr Dt:** Enter the expiration date for time when asset is no longer considered usable for its intended purpose, or when the authority to operate the asset ends.

g. **Cond Cd:** Select the appropriate condition code of the item. This defaults to **A - Serviceable (without qualifications)**.

h. **Asset Sts Cd:** Enter the status of this item. Valid codes are: **Inbound, Layaway, Not In Use, Outbound** and the default is **In Use**.

i. **Transfer Type Cd:** If the asset is being transferred in, enter the code that identifies the type of transfer.

j. **Sending DODAAC:** If the asset is being transferred in, enter the losing Activity's DODAAC.

k. **IPE Nbr:** Enter the Industrial Plant Equipment number, if used.

l. **Sys Id:** Enter the user-defined system identification number, if used.

m. **Local Use:** This is a free field.

n. **Remarks:** Enter any user remarks, if desired.

o. **Ref File Name...:** Click this button if you want to attach any reference files to the item (i.e., Word documents, pictures, videos, etc.).

p. Click **Save**.

The Transaction Processed dialog box will be displayed.

q. Click **OK**.

You will be returned to the Key Data screen.

r. Click **Exit**.

You are returned to the Key Data screen.

Notice that when you are returned to the Key Data screen, DPAS has assigned a Bulk Bar Code number for the bulk items that you have added.

If you are not going to any of the processes that are active on the right side of the screen, click **Exit** to return to the DPAS Main Menu.
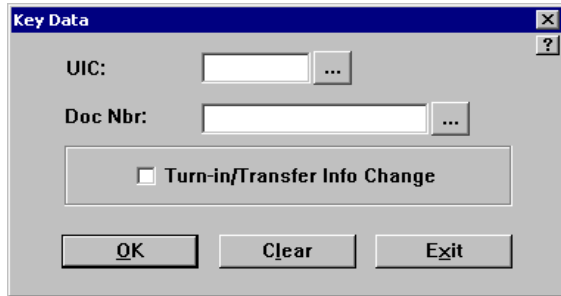
## STEP 1:

a. **UIC:** Enter or browse for your UIC.
b. **Doc Nbr:** Enter or browse for your document number.
c. **Turn-in/Transfer Info Change:** If you already have items on the Detail table and you want to change the turn-in or transfer information, check this box. Once this is done and you click **OK**, the only fields accessible on the process screen are **Destn Id** and **Transfer Cd**.

d. Click **OK**.

## STEP 2:

a. **Destn Id:** This field is displayed from the Document Register. If you need to change it, you can do so now.
b. **Transfer Cd:** This field is displayed from the Document Register. If you need to change it, you can do so now.
c. **Site Id To:** Enter the site id to which the items are being transferred.
d. **UIC To:** Enter the UIC to which the item is being transferred. This field is only accessible if the document number is a lateral transfer.
e. **Transfer Type Cd:** Click on the drop down list box to display the valid transfer type codes.
f. **Bar Cd:** Enter the bar code of the item you will be turning in or transferring.
g. **Stock Nbr:** Since your Activity uses bar codes, leave this field blank.
h. **Serial Nbr:** Since your Activity uses bar codes, leave this field blank.
i. **Qty:** If the item has a serial number, you do not need to enter anything in this field.
j. Click **Add**.

---

**HINT!**
You can browse for the exact serial number you are designating.

You can also multiselect items within the same Stock Number. To do this, enter the stock number instead of entering the bar code. Then browse for the serial number. All the serial numbers that are within the selected stock number are displayed and will allow you to select one or multiple.

The Transaction Processed screen is displayed.

k.   Click **OK**.

If there are more items that you are designating for transfer, repeat steps f through j until you have added all the items you are turning in or transferring.

If you want to view a list of components for item(s) you have designated, click on the **View Cmpn** button.

> **HINT!**
>
> If you designate the wrong asset, you can highlight it and remove it.
>
> After designating the asset/assets you can exit the process.

l.   Once you have all the items added in this window, click **Exit** to complete this process.

You will be returned to the Key Data screen.

## STEP 2:
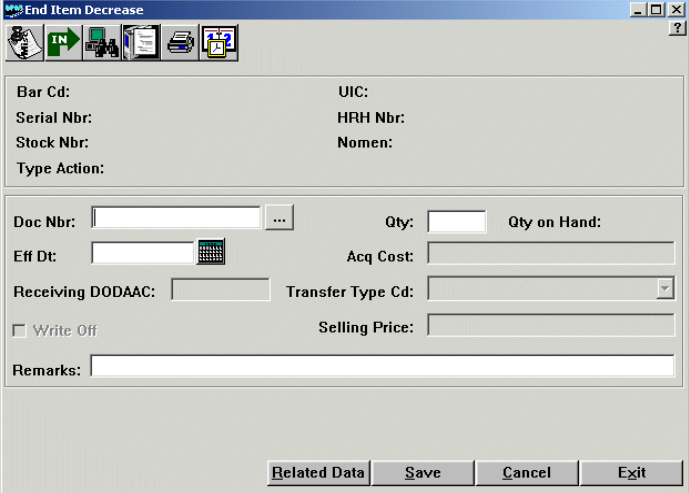
a.   **Doc Nbr:**  Enter the document number that you used to add the asset to the property book.
b.   **Qty:**  For bulk items, enter the quantity that you want to reverse.
c.   **Eff Dt:**  This date is displayed with the date the hand receipt holder signed for the item.  It can be changed, if necessary.
d.   **Remarks:**  Enter any remarks as required by your Activity.
e.   Click **S̲ave**.

The Transaction Processed dialog box will be displayed.

f.   Click **OK**.

You will be returned to the Key Data screen.

g.   Click **E̲xit**.

# Reversing A Decrease Action
### MODULE:  Hand Receipt


## INTRODUCTION

This process is used to reverse an item that may have been erroneously decreased off of the property book.  Use the original document number from the decrease action in the increase process to correct the error.

> **NOTE:**
> You cannot use this process to reverse a reversal action.


## PREREQUISITES

The record must exist on the history table as being decreased prior to performing this process.

If you are auto assigning your bar codes, a bar code prefix will need to be established.  The Property Book Officer usually establishes these codes.  This process can be found in Chapter Seven.

## STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **End Item Actions** from the program group.
3. Select **Increase** from the program list.

# Manually Update Status
### MODULE:  Document Register

## INTRODUCTION

This section outlines the procedures for manually updating the status of a supply request.  An example of why you would manually post status is if you purchased an item from a local vendor and they sent you status on your order.  You may also get off-line status from your SSA which you will need to post manually.

## PREREQUISITES

None

## STEPS TO PERFORM ACTION

1.  Select the **Document Register** icon, or select **Doc Reg** from the menu bar.
2.  Select **Update Actions** from the program group.
3.  Select **Status (Manual)** from the program list.
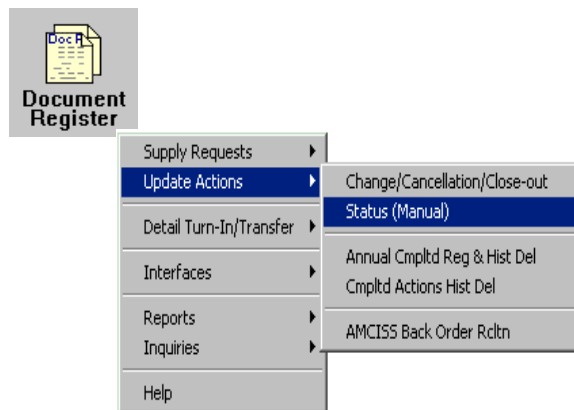


## STEP 1:

a.  **UIC:**  Enter or browse for your UIC.
b.  **Doc Nbr:**  Enter or browse for the document number for which you are posting status.
c.  Click **OK**.

## STEP 2:

a. **DIC:** Select the appropriate Document Identification Code. Refer to the **References** chapter for definitions of the applicable codes.
b. **Sts Cd:** Select the appropriate status code. Refer to the **References** chapter for definitions of the applicable codes.
c. **Suffix Cd:** If this is a partial shipment, indicate here (if applicable).
d. **Acq Cost:** If the Acquisition Cost is different than what is displayed, enter the correct amount.
e. **Stock Nbr:** If applicable, enter the stock number.
f. **ESD/EDD:** If available, enter the estimated shipping date or estimated delivery date (Julian day).
g. **RIC From:** If applicable, enter the FROM Routing Identification Code.
h. **Error Expln Cd:** If the DIC was for Supply Status, select the applicable Error Explanation Code. This field is only accessible for SARSS-O users. Refer to **References** for appropriate codes.
i. **UI:** This field is displayed.
j. **Qty:** If you received a partial shipment, enter the quantity received.
k. **Trnsp Dt (DDD):** If available, enter the date the item is to transported (Julian day minus the year).
l. **TCN Id:** If available, enter the transportation control number.
m. **Shipment Cd:** Select the appropriate shipment code. Refer to **References** for appropriate codes.
n. **Sply Doc Nbr:** Enter the document number that was assigned by your SSA.
o. **Cntr/PO Nbr:** If available, enter the contract or purchase order number.
p. **Buy Cd:** Enter the source of supply. Refer to **References** for appropriate codes.
q. Click **Next Page**.

## STEP 3:

If your DIC was a D6S, these fields will be available to you; otherwise, this entire page will be grayed out and you should click the **Save** button to process the transaction.

a. **Cmpltn Dt:** Enter the completion date.
b. **Cond Cd:** Enter the condition code of the asset.
c. **RIC:** If the routing identification code is different than the one displayed, you can change the code here.
d. **Dscrp Cd:** If there was a discrepancy in the shipment, select a description code that is appropriate.
e. Click **Save**.

# Practical Exercise:  Found On Installation

**Title:**  Found On Installation (FOI)

**Objectives:**  At the completion of this case study the student should demonstrate a capacity to perform the necessary actions to post to the property book those items that were found on the installation.

**Prerequisites:**  Authorizations and document records may need to be built

**References:**  Reference Chapter One, Adding Items to the Property Book.

**Scenario:**  You are the Property Officer/Property Manager and you have just conducted a 100% inventory in which you find 2 chemical alarms M8A1.  These are serialized assets that are not on a property book.  After further investigation you find that indeed these items do belong on your DPAS hand receipt.

**Instructions:**  Perform the necessary actions in DPAS to post these items to the property book.

**Given:**

| | |
|---|---|
| Stock Number | 6665-01-105-5623 |
| LIN | A32355 |

**Summary:**  Verify your results by running the appropriate inquiries and reports

**Class Discussion:**  Q & A

# Practical Exercise:  Ordering Consumable Items

**Title:** Ordering Consumable Items Using DPAS

**Objectives:**  At the completion of this case study the student should demonstrate a capacity to perform the necessary actions to order consumable items using DPAS.

**Prerequisites:**

**References:**  Reference in the manual Chapter One, **Requesting a Document Number**.

**Scenario #1:**  The end of the fiscal year has arrived and you realize that your unit needs to complete the spending of the budget by ordering some consumable items.  You have been asked to order some office supplies for your unit.

**Instructions:**  Perform the necessary actions in DPAS to create documents to order the consumables that you need.

**Given:**

| | |
|---|---|
| **10 wall calendars** | NSN 7510-01-450-5459 |
| **25 awards folders** | NSN 7510-00-755-7077 |
| **15 (3) ring time management system** | NSN 7530-01-458-3156 |
| **5 wall clocks** | NSN 6645-01-342-5314 |

**Scenario #2:**  The supply clerk has found a box with 10 new wall clocks in it, but you have already sent your supply export. Generate a cancellation action for your wall clock requisition.

**Scenario #3:**  You have received 15 of your awards folders.  Generate a D6S for a partial receipt of these items.

**Scenario #4:**  You have received the wall calendars, (3) ring time management systems, and the remaining 10 awards folder. Close out the documents.

**Summary:**  Verify your results by running the appropriate inquiries and reports

**Class Discussion:**  Q & A

## STEP 3 (Basic Tab):

a. **RP Cat Cd:** Select the real property code. Refer to **References** for appropriate codes.

b. **RP Sub Cat Cd:** Enter the real property sub category code.

c. **UI:** Select the Unit of Issue. These are not the same for personal property.

| Unit of Issue | | | |
|------|---------|----|--------------|
| AC | Acreage | SF | Square Feet |
| EA | Each | SY | Square Yards |

d. **RP Qty:** Enter the real property quantity (should be based on UI).
e. **RP Type Cap Cd:** Select the type of capacity of the real property. Refer to **References** for appropriate codes.
f. **RP Cap Qty:** Enter the capacity quantity of the real property.
g. **RP Fac Cond Cd:** Enter the condition of the real property. Refer to **References** for appropriate codes.
h. **Acq Dt:** Enter the obligation date (YYYYMMDD format). You can also click the calendar button and select the applicable date.
i. **Eff Dt:** Enter the date the facility was accepted (YYYYMMDD format). You can also click the calendar button and select the applicable date.
j. **Inv Due Dt:** Enter the date when the next inventory is due (YYYYMMDD format). You can also click the calendar button and select the applicable date.
k. **Transfer Type Cd:** If the asset was a transfer in, enter the code that identifies the type of transfer. Refer to Chapter One, Adding Items To The Property Book for definitions of these codes.
l. **Local Use Text:** Enter any applicable local information.
m. Select the **Classification** tab.

## STEP 4 (Classification Tab):

a. **ACC:** Select the accounting classification code. Refer to **References** for appropriate codes.
b. **Asset Cd:** Select the type of asset. Refer to **References** for appropriate codes.
c. **Cptl Cd:** Use the capitalization code for **exceptions** to normal capital asset processing. If no exceptions exist for this asset, accept the default value of **N/A**. Refer to **References** for appropriate codes.
d. **Exp Cd:** Select whether depreciation should be funded or unfunded.
e. **Lo/Le Cd:** If the item is on loan or lease, select the appropriate code. Refer to **References** for appropriate codes.
f. **Heritage Asset Cd:** If the asset is historical, select the appropriate code. Refer to **References** for appropriate codes.

g. **Wpn Sys Sprt Cd:** If the item is part of a weapon system, select the appropriate code. Refer to **References** for appropriate codes.

| Weapon Systems Support Codes | |
|---|---|
| **A** | Ammunition |
| **M** | Missile Silo Active Use |

h. **Office:** Enter your office symbol, cost center number, or code.
i. **Task Cd:** Enter the task code. This is normally obtained from your Finance Office.
j. **Job Order Nbr:** Enter the job order number. This is normally obtained from your Finance Office.
k. **Fac Remarks Text:** Enter any local information/reason for change.
l. Select the **Deprn** tab.

## STEP 5 (Deprn Tab):



a. **Activation Dt:** Enter the date the facility was put into use (YYYYMMDD format). You can also click the calendar button and select the applicable date.
b. **Deprn Period:** Enter the period of depreciation in months.
c. **Prior Deprn:** If there is any prior depreciation, you can enter it here.
d. **Residual Value:** Enter the junk or salvage value, if applicable.
e. **Deprn Office:** Enter office symbol, cost center number, or code where depreciation expenses are charged.
f. **Deprn Task Cd:** Enter the task code where depreciation expenses are charged.

g. **Deprn Job Order Nbr:** Enter the job order number where depreciation expenses are charged.
h. **Full Deprn Cd:** If you are stopping depreciation on the asset, you can stop depreciation by changing this code to "S". A code of "S" may only be chosen if Asset Sts Cd equals "N - Asset not in use" on the asset record.
i. **Trnsp Cost:** If there are any transportation costs, enter the amount here.
j. **Deinstallation Cost:** If there are any deinstallation costs, enter the amount here.
k. **Installation Cost:** If there are any installation costs, enter the amount here.
l. Click **Add**.

The Transaction Processed dialog box will be displayed.

m. Click **OK**.

You will be returned to the Key Data screen.

n. Click **Exit**.

# STEP 1:

a. **Type Action:** Select **Deferred Maintenance Condition Assessment**.
b. **Instl/Fac Nbr:** Enter or browse for the installation and facility number of the real property asset.
c. **Prj Nbr:** Enter you local project number for the asset. This number is used to identify and track the disposition (i.e., costs) of Deferred Maintenance and Environmental Clean-Up Projects.
d. Click **OK**.

# STEP 2:

a. **Ref File Name...:** Click the button if you want to attach any reference files to the item (i.e., Word documents, pictures, videos, etc.)
b. **Prj Est Dt:** Enter the date the deferred maintenance or environmental clean-up cost estimation was performed (YYYYMMDD format). You can also click on the calendar button and select the applicable date.
c. **Prj Review Dt:** Enter the date the Asset Deferred Maintenance or Clean-Up Cost review was made (YYYYMMDD format). You can also click on the calendar button and select the applicable date.
d. **Dollar Amt:** Enter the dollar amount of the assessment.
e. Click **Add**.

The Transaction Processed dialog box will be displayed.

f. Click **OK**.

You will be returned to the Key Data screen.

g. Click **Exit**.

## Changing Information for Deferred Maintenance Condition Assessment

a. **Type Action:** Accept the default **Deferred Maintenance Condition Assessment**.
b. On the Key Data screen, enter or browse for the installation and facility number for which you are changing.
c. On the Key Data screen, enter or browse for the project number for the installation and facility number for which you are changing.
d. Click **OK**.
e. Make the necessary change(s).
f. Click **Change**.

## Deleting Deferred Maintenance Condition Assessment

a. **Type Action:**  Accept the default **Deferred Maintenance Condition Assessment**.
b. On the Key Data screen, enter or browse for the installation and facility number for which you are changing.
c. On the Key Data screen, enter or browse for the project number for the installation and facility number for which you are changing.
d. Click **OK**.
e. Click **Delete**.

# Adding Deferred Maintenance Life Cycle Forecast
### MODULE: Accounting/Maintenance & Utilization

## INTRODUCTION

This procedure is used to compile the estimates and costs involved when deferring maintenance and clean up.

Deferred Maintenance Life Cycle Forecast is used to record project review dates and maintenance forecast costs such as beginning balances, required costs, performed costs, and cost adjustments.

This process can also be generated through the Maintenance & Utilization module.

## PREREQUISITES

The real property asset must already exist in DPAS.

## STEPS TO PERFORM ACTION

1. Select the **Accounting** icon, or select **A**ccounting from the menu bar.
2. Select **Real Property Actions** from the program group.
3. Select **Deferred Maint/Clean-Up** from the program list.

## STEP 1:

a. **Type Action:** Select **Deferred Maintenance Life Cycle Forecast**.
b. **Instl/Fac Nbr:** Enter or browse for the installation and facility number of the real property asset.
c. **Prj Nbr:** Enter you local project number for the asset. This number is used to identify and track the disposition (i.e., costs) of Deferred Maintenance and Environmental Clean-Up Projects.
d. Click **OK**.

## STEP 2:

a. **Prj Est Dt:** Enter the date the environmental clean-up cost estimation was performed (YYYYMMDD format). You can also click on the calendar button and select the applicable date.
b. **Prj Review Dt:** Enter the date the clean-up cost review was made.
c. **Begin Bal:** Enter the beginning balance of Deferred Maintenance or Clean-up Cost for the current period.
d. **Current Req Cost:** Enter the dollar amount of Deferred Maintenance or Environmental Clean-up required for the current period.
e. **Performed Cost:** Enter the dollar amount of Deferred Maintenance or Environmental Clean-up costs performed during the current period.
f. **Current Adjustments:** Enter the dollar amount of adjustments made to the Deferred Maintenance or Environmental Clean-up costs during the current period.

**HINT!**
DPAS automatically recalculates the Ending Balance for you.

The Transaction Processed dialog box will be displayed.

g. Click **OK**.

You will be returned to the Key Data screen.

h. Click **Exit**.

## Changing Information for Deferred Maintenance Life Cycle Forecast

a. **Type Action:** Select **Deferred Maintenance Life Cycle Forecast**.
b. On the Key Data screen, enter or browse for the installation and facility number for which you are changing.
c. On the Key Data screen, enter or browse for the project number for the installation and facility number for which you are changing.
d. Click **OK**.
e. Make the necessary change(s).
f. Click **Change**.


## Deleting Deferred Maintenance Life Cycle Forecast

a. **Type Action:** Select **Deferred Maintenance Life Cycle Forecast**.
b. On the Key Data screen, enter or browse for the installation and facility number for which you are changing.
c. On the Key Data screen, enter or browse for the project number for the installation and facility number for which you are changing.
d. Click **OK**.
e. Click **Delete**.

# Adding Environmental Clean-Up Costs
### MODULE: Accounting/Maintenance & Utilization

## INTRODUCTION

This procedure is used to compile the estimates and costs involved when deferring maintenance and clean up.

Environmental clean-up costs are used to project review dates, clean-up cost estimates. In addition, the method or criteria used for estimating deferred maintenance or environmental clean-up costs are recorded.

This process can also be generated through the Maintenance & Utilization module.

## PREREQUISITES

The real property asset must already exist in DPAS.

## STEPS TO PERFORM ACTION

1. Select the **Accounting** icon, or select **Accounting** from the menu bar.
2. Select **Real Property Actions** from the program group.
3. Select **Deferred Maint/Clean-Up** from the program list.

## STEP 1:

a. **Type Action:**  Select **Environmental Clean-Up Costs**.
b. **Instl/Fac Nbr:**  Enter or browse for the installation and facility number.
c. **Prj Nbr:**  Enter or browse for the project number.
d. Click **OK**.

## STEP 2:

a. **Prj Est Dt:**  Enter the date the clean-up costs estimation was performed.  You can click on the calendar button and select the appropriate date.
b. **Prj Review Dt:**  Enter the date the review was made.  You can click on the calendar button and select the appropriate date.
c. **Dollar Amt:**  Enter the total dollar amount for the clean-up costs.
d. **Prj Est Method:**  Enter the method or criteria used for estimating the clean-up costs.
e. Click **Add**.

The Transacation Processed dialog box will be displayed.

f. Click **OK**.

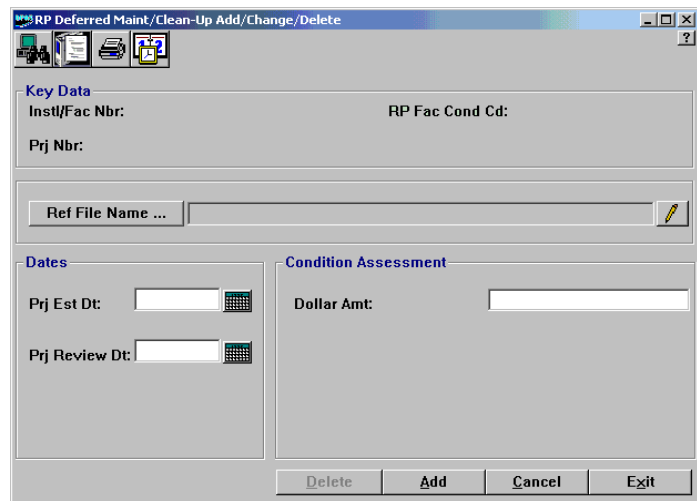You will be returned to the Key Data screen.

g. Click **Exit**.

## Changing Information for Environmental Clean-Up Costs

a. **Type Action:**  Select **Environmental Clean-Up Costs**.
b. On the Key Data screen, enter or browse for the installation and facility number for which you are changing.
c. On the Key Data screen, enter or browse for the project number for the installation and facility number for which you are changing.
d. Click **OK**.
e. Make the necessary change(s).
f. Click **Change**.

## Deleting  Environmental Clean-Up Costs

a.  **Type Action:**  Select **Environmental Clean-Up Costs**.
b.  On the Key Data screen, enter or browse for the installation and facility number for which you are deleting.
c.  On the Key Data screen, enter or browse for the project number for the installation and facility number for which you are deleting.
d.  Click **OK**.
e.  Click **Delete**.

# Practical Exercise:  End Item Increase/Activation of a Capital Asset

**Title:** End Item Increase - Activation Of A Capital Asset

**Objectives:**  At the completion of this case study the student should demonstrate a capacity to perform the necessary actions to add capital items to the property book.

**Prerequisites:** If your activity uses authorizations and document numbers, these must be established prior to adding this item to your property book

**References:**  Reference in the manual, Chapter One, **Adding Items to the Property Book** and **Activating Depreciation for a Capital Asset**.

**Scenario:** The information technology department has just purchased a new server.  The item was purchased on a contract from Gateway.  The comptroller has informed you that this purchase has been assigned to a specific task code and job order number. The acquisition price included a three-year complete parts and maintenance warranty beginning on today's date.  There was a separate installation charge to install the equipment in the DOIM shop.

**Instructions:** Perform the necessary actions in DPAS to account for this item both physically and financially.

**Given:**

| | |
|---|---|
| **Server** | $600,200.00 |
| **Contract Number** | DJ010034 (if you do not use the document register use this as the document number) |
| **Task Code** | 2001-474 |
| **Job Order Number** | A57055909 |
| **Installation Cost** | $4500.00 |

**Summary:** Verify your results by running the appropriate inquiries and reports.

**Class Discussion:** Q & A

# Changing The Stock Number In Mass
### MODULE:  Catalog

## INTRODUCTION

This process is used to change every occurrence of a Stock Number on the DPAS Database to a new Stock Number or to change certain data fields on an existing Stock Number.

To change a Stock Number, the user enters the FROM (old) and TO (new) stock number on the Key Data screen and then completes the fields on the right hand side of the screen.

To change fields on an existing Stock Number, the user enters only the FROM Stock Number on the Key Data screen.

Once the transaction is processed, a Financial, UIT/CBS-X, and/or DoDSASP transaction will be produced, if necessary.

## PREREQUISITES

Both Stock Numbers must be cataloged.

## STEPS TO PERFORM ACTION

1. Select the **Catalog** icon, or select **C**atalog from the menu bar.
2. Select **Mass Changes** from the program group.
3. Select **Stock Nbr/Selected Change** from the program list.
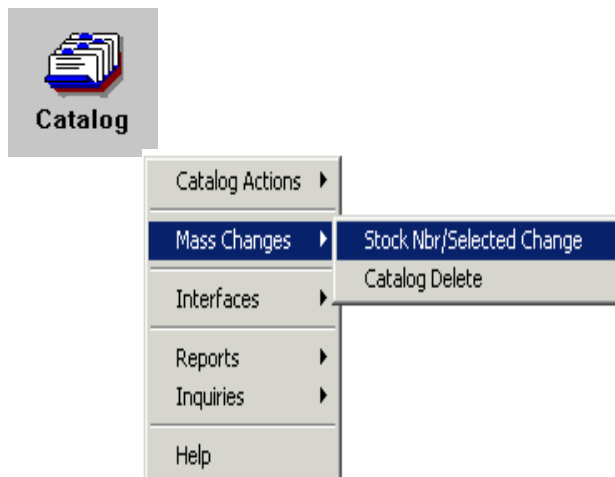
# Mass Changing The Authorization Document Number
### MODULE: Authorizations

## INTRODUCTION

This process will change every occurrence of an Authorization Document Number, under a UIC, from the Old to the New.

**CAUTION!**
There is **NO UNDO** function once the records are changed.

## PREREQUISITES

None

## STEPS TO PERFORM ACTION

1. Select the **Authorizations** icon, or select **Authn** from the menu bar.
2. Select **Mass Changes** from the program group.
3. Select **Authn Document Nbr** from the program list.
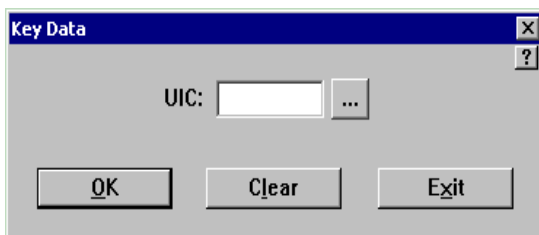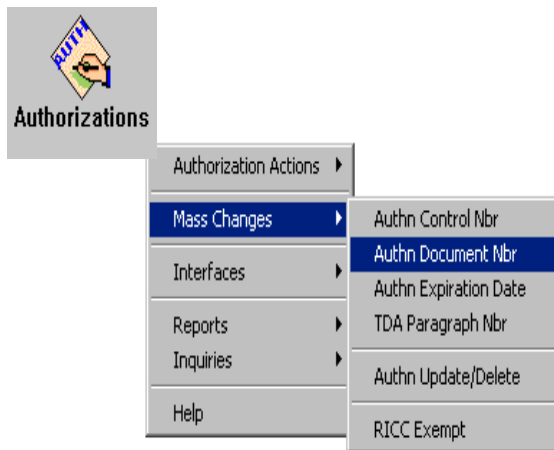
## STEP 1:

a. **UIC:** Enter or browse for your UIC.
b. Click **OK**.

# STEP 2:

a. **From Authn Doc Nbr:** Enter the authorization document number you want to change.
b. **To Authn Doc Nbr:** Enter the **NEW** authorization document number.
c. Click **Submit**.

**HINT!**
Remember...this process is sent for **Batch** processing and will not take effect until the following day!

The Transaction Processed dialog box will be displayed.

d. Click **OK**.

You will be returned to the Key Data screen.

e. Click **Exit**.

## STEPS TO PERFORM ACTION

1. Select the **Authorizations** icon, or select **Au<u>t</u>hn** from the menu bar.
2. Select **Interfaces** from the program group.
3. Select **LOGTAADS Update** from the program list.
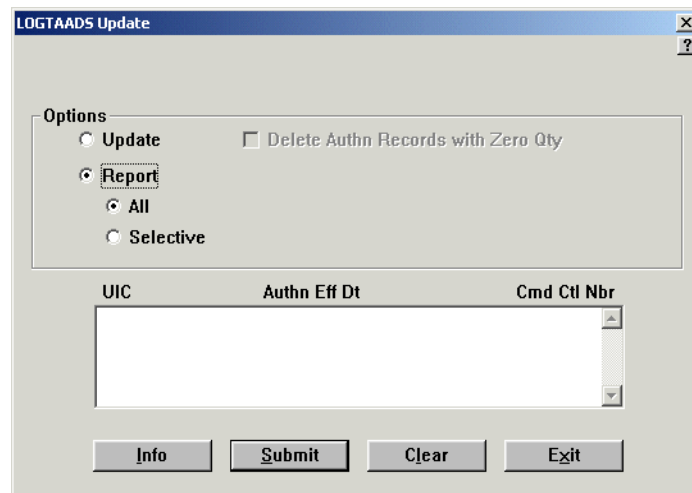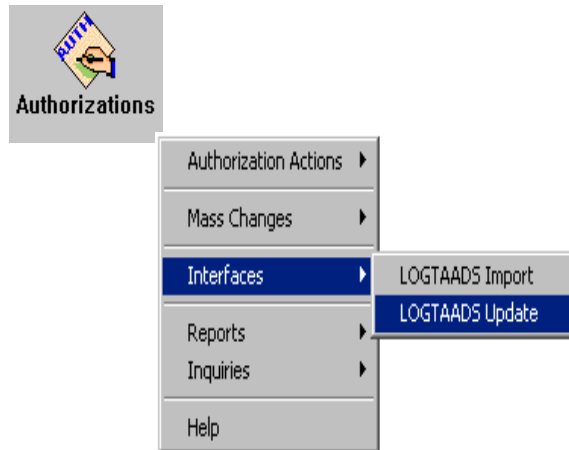


## STEP 1:

a. Select the **Report** option.
b. **Delete Authn Records with Zero Qty:** This check box is not available with the **Report** option.

  - **All** will create an on-line report using the current Authn Eff Dt for all UICs assigned to the user's login.
  - **Selective** will create an on-line report for a selected UIC and Authn Eff Dt/Cmd Ctl Nbr record.

c. Click **<u>S</u>ubmit**.

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# Suspending Supply Actions
### MODULE:  Hand Receipt

## INTRODUCTION

The DPAS Supply Interface provides a means for Supply Systems to electronically feed (import) Receipt and Reversal transactions to DPAS via manual input.  When a Supply System submits a single source of data input, i.e., a DPAS Supply Interface Import File, errors and duplication of data input will be reduced.  The Import File submitted by the Supply System will be received and processed by DPAS in a batch process which is executed daily.  In addition to "importing" data from the Supply System, the DPAS Supply Interface will provide System Administrator and User Reports and status to the Supply System via an export file.  The data submitted on the import file must be compliant with the specifications contained in the Interface Design Description, contained in Annex CC.8 of the DPAS On-Line Help.  An online Suspended Supply Actions feature is provided for the end user to correct data received with "correctable" errors.  Data received with "incorrectable" errors will be rejected to the Supply System.

### Import Process:

The Supply Interface Import file is an ASCII file, pushed by the Supply System to a DPAS directory structure on the UNIX platform residing at Defense Enterprise Computing Center Detachment Dayton (DECC-D Dayton).  Data is considered unclassified with no encryption required.  DPAS will archive/remove the files from the directories on the UNIX platform when processing is complete.

### Reject Files/Write to Pending Supply Action Table

Files will be rejected if the Header and/or Trailer is missing, the Header and Trailer Information does not match, the Record Count in the Trailer is not accurate, or the Supply System Site ID is invalid. When a file is rejected, a summary row is inserted to the Pending/Suspended Supply Actions Table with a Status Code of ""FR" (File Reject), along with an appropriate error message.  Detail rows associated with a rejected file are not stored in the Pending/Suspended Supply Actions Table.  Valid files will have individual rows inserted to Pending/Suspended Supply Actions with an "FP" (File waiting for Processing) as the Status Code.

### Suspend Files/Validate Transactions

Files that are not rejected will be suspended if:

❖ The Current Sequence Number is not one (1) greater than the Current Sequence Number value residing in the Sequence Control Table, **OR...**

❖ The Previous Sequence Number is not equal to the Current Sequence Number value residing in the Sequence Control Table.

The individual rows will be updated in the Pending Supply Actions Table with a Status Code of "FS" (File Suspend).  Files that are not rejected or suspended will have their individual rows validated. Conditions for row rejection include an invalid DPAS Database Name, a blank UIC or an invalid Action Code.  Those rows that pass validation will have their Status Code changed to "RP" (new Row waiting for Processing).  Rows that are rejected will have their Status Code changed to "RR" (Record Rejected, cannot be corrected).

## STEP 1:

a. **Selection Group Box:** Select the appropriate option.

| Selection | |
|---|---|
| **UIC** | Display all actions for the UIC entered. |
| **HRH Nbr** | Displays only actions for the UIC and HRH Nbr entered. |
| **Serial Nbr** | Displays only actions for the UIC and Serial Nbr entered. |

b. **Type Group Box:** Select the appropriate type.

| Types | |
|---|---|
| **All** | Displays all suspended supply actions (increases and decreases). |
| **Receipts** | Displays only suspended receipts (increases). |
| **Reversals** | Displays only suspended reversals (decreases). |

c. **Options Group Box:** Select the appropriate option.

| Options | |
|---|---|
| **All** | Displays all dates (no date restriction). |
| **Date** | Displays actions for a specific date. |
| **Older Than** | Displays all actions that were older than the specified number of days from the system. |

d. **UIC:** Enter or browse for the UIC.
e. **HRH Nbr:** If you selected **HRH Nbr**, enter the HRH Nbr.
f. **Serial Nbr:** If you selected **Serial Nbr**, enter the Serial Number.
g. Click **OK**.

If there were any suspended transactions, the following screen will be displayed:

h.   Click **OK**.
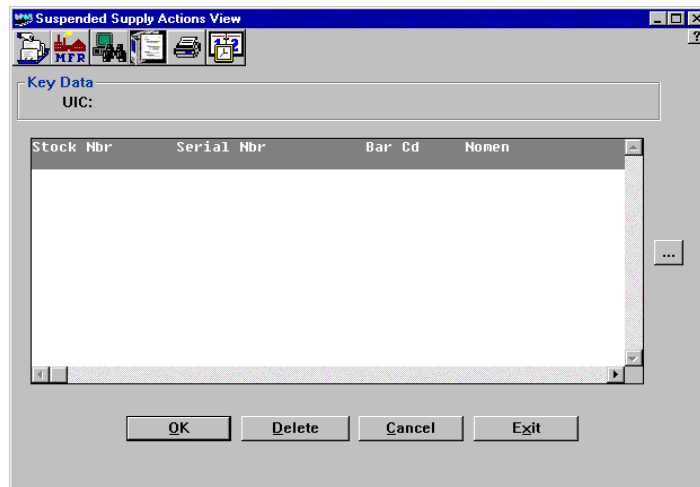
This viewing screen will allow you to view, delete, or select a suspended supply transaction for processing.

i.   **Highlight and click** on the Detail Browse Button to view additional supply transaction information.

**OR**

**Highlight and click** on one of the displayed entries.
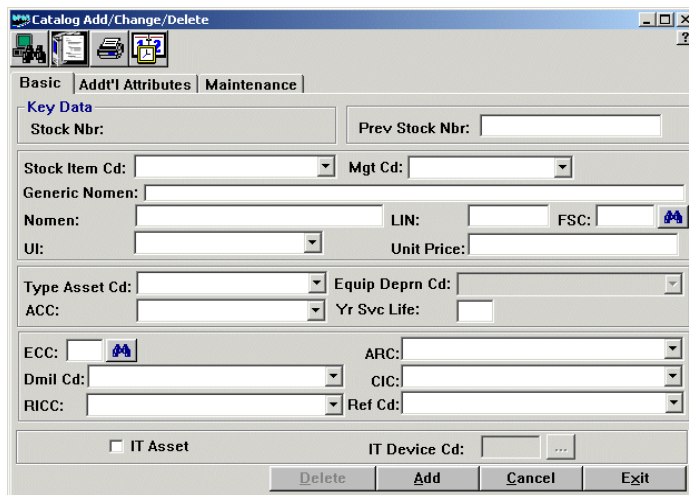
j.   Click **OK** to process the increase/ decrease action.

k.   If the transaction is rejected for catalog data reasons, click [icon] from the toolbar at the top of your screen to correct the reject.  When you click on the catalog icon, the Catalog Add/ Change/Delete screen is returned.
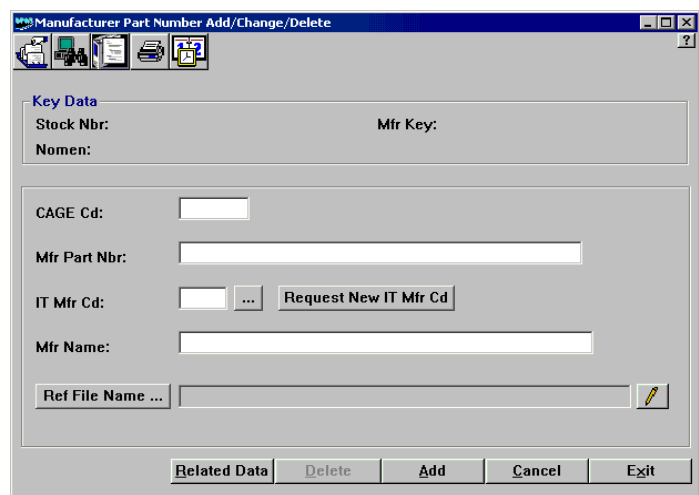
l.   If the transaction is rejected for manufacturer data reasons, click **MFR** from the toolbar at the top of your screen to correct the reject.  When you click on the MFR icon, the Manufacturer Part Number Add/Change/Delete screen is returned.

# DPAS Accounting Interfaces
### MODULE:  Accounting

Accounting transactions, as listed below, are created by DPAS when property book gains, losses, or changes in status occur for capital assets.  The data generated is stored in a standard DPAS system table until it is forwarded to the designated accounting system.  This will enable the financial output to be formatted in accordance with requirements established by DFAS accounting systems receiving this data.

| TYPES OF PROPERTY DATA | FUNCTION CODE | ASSET CODE |
|---|---|---|
| Equipment In Transit | X802 | I, J, K |
| Equipment in Use | X803 | I, J, K |
| Equipment With Contractor | X804 | I, J, K |
| Asset Depreciation Expense | X805 | ALL |
| Transfer-In of Capital Asset | X815 | ALL |
| Transfer-In of Prior Depreciation | X816 | ALL |
| Transfer-Out of Capital Asset | X817 | ALL |
| Transfer-Out of Accumulated Depreciation | X818 | ALL |
| Capitalization of Purchased Assets | X819 | ALL |
| Transfer-Out of Accumulated Depreciation on Other Losses | X820 | ALL |
| Other Gains | X821 | ALL |
| Other Losses | X822 | ALL |
| Sale with a Gain | X823 | ALL |
| Sale with a Loss | X824 | ALL |
| Gain on Disposition of Assets | X825 | ALL |
| Loss on Disposition of Assets | X826 | ALL |
| Transfer-In of Accumulated Depreciation on Other Gains | X827 | ALL |
| Transfer-Out of Accumulated Depreciation on a Sale with a Gain | X828 | ALL |
| Transfer-Out of Accumulated Depreciation on a Sale with a Loss | X829 | ALL |

❖ The UIC Table is used to hold the last serial number assigned to the document number written to the transactions.  Each day this serial number is reset to "0001".

❖ Depreciation is computed, by user request, each month.  Prior to computing the current month's depreciation, DPAS re-computes the amount of depreciation that should be incurred.  In the event there is a difference, DPAS generates an adjusting transaction.

**NOTE:**
Differences are the result of assets being reclassified, activation date changes, price changes, residual value changes and/or prior accumulated depreciation amount changes.

❖ DPAS accounting transactions reflects the net dollar amount of the transaction.  Transactions that contain negative amounts have a Maintenance Code of "M" whereas transactions that contain positive amounts have a Maintenance Code of "A".

## Defense Business Management System (DBMS) Interface

The DBMS Interface consists of a header record, a detail record for each Accountable transaction for the period and a trailer record. The header and trailer records contain "control" data to ensure all transmissions are complete and to ensure the data is processed in sequence. **DPAS will automatically execute the DBMS Interface process during batch processing when Accountable transactions reside on the Accounting Interface Table and the Fin Sys Cd is equal to a "B".** Upon completion of the process, the output will be electronically sent to the designated DBMS platform for updating of the DBMS accounting records. In the event DPAS fails to make an automatic transfer of data to DBMS, the DPAS System Administrator will initiate action to identify the reason and re-transmit when the connection is reestablished. The DPAS System Administrator also has the responsibility for re-transmitting files that were previously transmitted, but were "lost" or "unreadable" by DBMS. The DPAS Interface process will automatically produce a DPAS/DBMS Interface Report detailing transactions sent to DBMS in the interface. The report format and the detailed layout of the DBMS Interface follow:

**Upon successful execution of the DPAS Interface to DBMS, DPAS will produce the DPAS/ DBMS Interface Report DPTS011D containing the transactions sent to DBMS.** The report format is defined in Annex Y and is identical to the manual reporting process.

## Standard Industrial Fund System (SIFS) Interface

Four types of transactions are generated for the SIFS Interface:

**ZIR**    Monthly detail depreciation expense transaction.

**ZG5**    Monthly summary depreciation transaction for assigned organization code and type of asset.

**ZGC**    Detail asset transaction. Generated when any change is made to the property book that affects capital asset accounting, i.e., new receipt, turn-in, price adjustment, etc.

**ZGD**    Reflects total dollar value of assets and total accumulated depreciation by general ledger account code.

❖    The SIFS Interface will be electronically sent to the designated SIFS platform during DPAS batch processing. In the event DPAS fails to make an automatic transfer of data, the DPAS Systems Administrator (SA) will initiate action to identify the reason and re-transmit. Sixteen DPAS transmissions will be retained for re-transmittal of data.

❖    **Upon successful execution of the DPAS Interface to SIFS, DPAS will produce the DPAS/ SIFS Interface Report DPTS021D containing the transactions sent to SIFS.** The Standard Industrial Fund System (SIFS) Interface Report DPTS021D consists of seven parts. Part I lists assets received on post. Part II lists assets that have been placed in use. Part III lists assets that have been turned in. Part IV lists monthly depreciation amounts for depreciating assets. Part V lists assets that have been received with prior depreciation. Part VI lists assets that have been turned in with accumulated depreciation. Part VII reflects total dollar value of all assets and depreciation by general ledger account code. This program is executed automatically with each batch cycle. The detailed records on parts I-VI of the report reflect the same accounting transactions that are automatically passed to the SIFS for automatic general ledger updating. Refer to Annex Y of the DPAS On-Line Help for report format.

## Industrial Fund Accounting System (IFAS) Interface

The IFAS Interface consists of a header record, a detail record for each individual UIC, and a trailer record. The header and trailer records contain "control" data to ensure all transmissions are complete and to ensure the data is processed in sequence. **DPAS will automatically execute the IFAS Interface process during batch processing when accountable transactions reside on the Accounting Interface Table and the Acct Sys Cd is equal to a "C".** Upon completion of the process, the output will be electronically sent to the designated IFAS platform for updating the IFAS accounting records. In the event DPAS fails to make an automatic transfer of data to IFAS, the DPAS System Administrator will initiate action to identify the reason and retransmit when the connection is reestablished. The DPAS System Administrator also has the responsibility for re-transmitting files that were previously transmitted, but were "lost" or "unreadable" by IFAS. The DPAS Interface process will automatically produce a DPAS/IFAS Interface Report detailing transactions sent to IFAS in the interface. The report format and detailed layout of the IFAS Interface follows:

**Upon successful execution of the DPAS Interface to IFAS, DPAS will produce the DPAS/IFAS Interface Report DPTS031D containing the transactions sent to IFAS.** The report format is defined in Annex Y of the DPAS On-Line Help and is identical to the Accounting Transaction Register Report.

## Financial and Accounting Management Information System (FAMIS) Interface

The FAMIS Interface consists of a header record, a detail record for each individual UIC, and a trailer record. The header and trailer records contain 'control' data to ensure all transmissions are complete and to ensure the data is processed in sequence. DPAS will automatically execute the FAMIS Interface process during batch processing when accountable transactions reside on the Accounting Interface Table and the Acct Sys Cd is equal to a "C". Upon completion of the process, the output will be electronically sent to the designated FAMIS platform for updating the FAMIS accounting records. In the event DPAS fails to make an automatic transfer of data to FAMIS, the DPAS System Administrator will initiate action to identify the reason and retransmit when the connection is reestablished. The DPAS System Administrator also has the responsibility for re-transmitting files that were previously transmitted, but were "lost" or "unreadable" by FAMIS. The DPAS Interface process will automatically produce a DPAS/FAMIS Interface Report detailing transactions sent to FAMIS in the interface. The report format and detailed layout of the FAMIS Interface follows.

a. Upon successful execution of the DPAS Interface to FAMIS, DPAS will produce the DPAS/FAMIS Interface Report DPTS031D containing the transactions sent to FAMIS. The report format is defined in Annex Y of the DPAS On-Line Help and is identical to the Accounting Transaction Register Report.

**NOTE:**
The Accounting Transaction Register Report process described in Annex Y of the DPAS On-Line Help is not applicable for UICs with an Acct Sys Cd equal to a "C".

b. All of the data contained in the detail record is extracted from the Accounting Interface Table and formatted to the system interface requirements. The sequence number assignment will be accomplished by DPAS's internal processing. For the first transmission of data by an Accountable UIC, the prior sequence number will be "000" and the current sequence number will be "001". For each subsequent transmission, the prior and current sequence numbers will be incremented by one. Following transmission of sequence number "999", the next current sequence number will be "001" with the prior sequence number being "999". Refer to the **References** for the file layout for this interface.

## Washington Allotment Accounting System (WAAS) Interface

The WAAS Interface consists of a header record, a detail record for each individual UIC, and a trailer record. The header and trailer records contain "control" data to ensure all transmissions are complete and to ensure the data is processed in sequence. **DPAS will automatically execute the WAAS Interface process during batch processing when accountable transactions reside on the Accounting Interface Table and the Acct Sys Cd is equal to a "G".** Upon completion of the process, the output will be electronically sent to the designated WAAS platform for updating the WAAS accounting records. In the event DPAS fails to make an automatic transfer of data to WAAS, the DPAS System Administrator will initiate action to identify the reason and retransmit when the connection is reestablished. The DPAS System Administrator also has the responsibility for re-transmitting files that were previously transmitted, but were "lost" or "unreadable" by WAAS. The DPAS Interface process will automatically produce a DPAS/ WAAS Interface Report detailing transactions sent to WAAS in the interface. The report format and detailed layout of the WAAS Interface follows.

❖ **Upon successful execution of the DPAS Interface to WAAS, DPAS will produce the DPAS/ WAAS Interface Report DPTS041D containing the transactions sent to WAAS.** The report format is defined in Annex Y of the DPAS On-Line Help and is identical to the Accounting Transaction Register Report.

## E-Biz Interface

The e-Biz Interface consists of a header record, a detail record for each transaction for the period, a summary record of total acquisition cost and total accumulated depreciation by asset code, and a trailer record. The header and trailer records contain "control" data to ensure all transmissions are complete and to ensure the data is processed in sequence. DPAS will automatically execute the e-Biz Interface process during batch processing when Accounting transactions reside on the Accounting Interface Table with Acct Sys Cd equal to an "E" and Process Sts Cd equal to spaces. Upon completion of the process, the output will be electronically sent to the designated e-Biz platform for updating of the e-Biz accounting records. In the event DPAS fails to make an automatic transfer of data to e-Biz, the DPAS System Administrator will initiate action to identify the reason and re-transmit when the connection is reestablished. The DPAS System Administrator also has the responsibility for re-transmitting files that were previously transmitted, but were "lost" or 'unreadable' by e-Biz. The DPAS Interface process will automatically produce a DPAS/ e-Biz Interface Report detailing transactions sent to e-Biz in the interface. The report format and the detailed layout of the e-Biz Interface follow.

a. Upon successful execution of the DPAS Interface to e-Biz, DPAS will produce the DPAS/e-Biz Interface Report DPTS401R containing the transactions sent to E-BIZ. The report format is defined in Annex Y and is identical to the manual reporting process.

> **NOTE:**
> The Accounting Transaction Register report process described in Annex S of the DPAS On-Line Help is not applicable for UICs with an Acct Sys Cd equal to a "E".

b. All the data contained in the detail record layout is extracted from the Accounting Interface Table and formatted to the system interface requirements. The sequence number assignment will be accomplished by DPAS's internal processing. For the first transmission of data by a UIC, the prior sequence number will be "000" and the current sequence number will be "001". For each subsequent transmission, the prior and current sequence numbers will be incremented by one. Following transmission of sequence number "999", the next current sequence number will be "001" with the prior sequence number being "999". Refer to the **References** for the file layout for this interface.

## <u>Defense Working Capital Fund Accounting System (DWAS) Interface</u>

The Defense Working Capital Fund Accounting System (DWAS) Interface consists of a header record, a detail record for each transaction for the period, a summary record of total acquisition cost and total accumulated depreciation by asset code, and a trailer record. The header and trailer records contain "control" data to ensure all transmissions are complete and to ensure the data is processed in sequence. DPAS will automatically execute the DWAS Interface process during batch processing when Accounting transactions reside on the Accounting Interface Table with Acct Sys Cd equal to a "D" and Process Sts Cd equal to spaces. Upon completion of the process, the output will be electronically sent to the designated DWAS platform for updating of the DWAS accounting records. In the event DPAS fails to make an automatic transfer of data to DWAS, the DPAS System Administrator will initiate action to identify the reason and re-transmit when the connection is reestablished. The DPAS System Administrator also has the responsibility for re-transmitting files that were previously transmitted, but were "lost" or "unreadable" by DWAS. The DPAS Interface process will automatically produce a DPAS/DWAS Interface Report detailing transactions sent to DWAS in the interface. The report format and the detailed layout of the DWAS Interface follow.

a.  Upon successful execution of the DPAS Interface to e-Biz, DPAS will produce the DPAS/e-Biz Interface Report DPTS401R containing the transactions sent to e-Biz. The report format is defined in Annex Y and is identical to the manual reporting process.

**NOTE:**
The Accounting Transaction Register Report process described in Annex S of the DPAS On-Line Help is not applicable for UICs with an Acct Sys Cd equal to a "E".

The Accounting Transaction Register report process described in Annex y is not applicable for UICs with an Acct Sys Cd equal to a "E".

b.  All the data contained in the detail record layout is extracted from the Accounting Interface Table and formatted to the system interface requirements. The sequence number assignment will be accomplished by DPAS's internal processing. For the first transmission of data by a UIC, the prior sequence number will be "000" and the current sequence number will be "001". For each subsequent transmission, the prior and current sequence numbers will be incremented by one. Following transmission of sequence number "999", the next current sequence number will be "001" with the prior sequence number being "999". Refer to the **References** for the file layout for this interface.

## Logistics Modernization Program (LMP) Interface

Three types of transactions are generated for the LMP Interface:

**ZIR**   Monthly detail depreciation expense transactions.

**ZGS**   Monthly summary depreciation transaction for assigned organization code and type of asset.

**ZGC**   Detail asset transaction. Generated when any change is made to the property book that affects capital asset accounting, i.e., new receipt, turn-in, price adjustment, etc.

a.   The LMP Interface will be electronically sent to the designated LMP platform during DPAS batch processing.  In the event DPAS fails to make an automatic transfer of data, the DPAS Systems Administrator (SA) will initiate action to identify the reason and retransmit.  Sixteen DPAS transmissions will be retained for retransmittal of data.

b.   The Logistics Modernization Program (LMP) Interface Report DPTS421D consists of seven parts.

- **Part I** - lists transactions with invalid asset codes that will not pass to LMP.

- **Part II** lists assets that have been placed in use.

- **Part III** lists assets that have been turned in.

- **Part IV** lists monthly depreciation amounts by asset.

- **Part V** lists prior depreciation amounts for assets that have been received.

- **Part VI** lists accumulated depreciation on assets that have been turned in.

- **Part VII** reflects total dollar value of all assets and depreciation by general ledger account code.

This program is executed automatically with each batch cycle.  Refer to **References** for the detailed records on Parts I-VI of the report.

# Real Property Interfaces
### MODULE:  Accounting

## PRIDE Interface

The software program PRIDE is the official source for National Guard Real Property.  The PRIDE Interface provides National Guard users with an automated process/depository to update/overlay real property assets and improvements for reporting purposes.

## Integrated Facilities System (IFS) Interface

### A.  OVERVIEW

As the Army (DoD) must account for Personal Property, they must also account for Real Property.  In the Personal Property world, DPAS will perform the property book and fiscal accountability function for the Army's Real Property.  To perform this accountability, the IFS and DPAS have established a two-way interface to accommodate getting the Real Property records loaded to the DPAS.  IFS will still continue to perform for the Army the functions that it currently performs, since it performs more than just Real Property accountability.  DPAS will not replace IFS as we are doing generally with SPBS-R.  The initial records loaded to DPAS and subsequent updates/changes will pass back and forth via the interface process.  DPAS is being used to update subsidiary/general ledgers on Real Property as it does on the Personal Property side.  The point of the Interface is that IFS passes information to DPAS, and the Army produces their fiscal reports on Real Property from DPAS.  DPAS serves as the **reporting** tool, IFS as the management tool.

The plan as scoped out between IFS and DPAS does NOT - repeat NOT - envision IFS personnel to manipulate IFS data in DPAS.  In fact, IFS records are flagged within the system and input to the fields are blocked.  All actions performed on Real Property are supposed to be accomplished within the IFS and the interface process is to take care of getting to/updating the asset within DPAS.

> **NOTE:**
> Capital Improvements to the records can be accomplished through direct input into DPAS.

It is envisioned, however, that the IFS personnel may/will access to the DPAS to perform inquires and/or reports on the data.  This is logical if for no other reason than to validate that the two systems are in sync with data.  The requirement to establish security and give permissions and the like to the DPAS for these functions should fall to the person who is providing this service at the site under normal implementation procedures.

### B.  BACKGROUND

#### I.  WHAT IS THE IFS/DPAS INTERFACE?

This is a two-way interface between the IFS and the DPAS.  The interface allows IFS to pass real property data to DPAS.  DPAS creates the accounting transactions for the applicable accounting interface and calculates the depreciation.  DPAS passes the depreciation information back to IFS.  Using DPAS, the PBO enters improvements and mass changes to the IFS data.  DPAS then passes this information back to IFS.

## II.  HOW DOES THE IFS/DPAS INTERFACE WORK?

a.  The IFS batch process creates batch transactions based upon the Directorate of Public Works (DPW) input.  There are four types of transactions.  They are:

- ❑  **A** - **A**dd of a basic asset record.
- ❑  **I**  - Add of an **I**mprovement to a basic asset record.
- ❑  **C** - **C**hange to either a basic asset or improvement record.
- ❑  **D** -  **D**eletion of either basic asset or improvement record.

Each transaction contains a Real Property database id of the originating IFS database and a DPAS database id (Site Id) of the target database.  The DPAS Site Id is the database id of the funding UIC.

b.  When IFS runs its batch process, a batch is created and transmitted via FTP to an intermediate server at DECC-D, Dayton.

c.  On a daily basis, DPAS executes a script that reads in all the batches from the various IFS sites.  The batches are validated for sequence number, record count, and total dollar value. Batches that fail this initial validation are rejected or suspended in their entirety.  An error message is placed on the Real Property Export (LHRE) Table for processing in step g below.  If the batch passes the initial validation, the header and trailer records are deleted and the transaction records are placed on the Real Property Import (LHRI) Table for processing in the DPAS daily batch cycle.

d.  As the daily batch cycle runs on each DPAS database, a task executes which processes the IFS transactions for the database.  The task accesses the LHRI table using the executing DPAS Site Id as the key.  All rows matching the key are processed.  The process starts with data element validation.  If a data field fails the validation, the transaction is rejected.  The process writes the transaction to the LHRE table with a text error message and creates a detail record for a report.  If the record passes the data element validation, further validation against the database occurs.  If the record fails this validation, the transaction is rejected.  The process writes the transaction to the LHRE table with a text error message and creates a detail record for a report.  All records that pass the validation processes update the Real Property (LHBK) table.  Additionally, records update the Real Property History (LHBZ) table and the Accounting Transaction (LHA4) table (when applicable).  A report detail record is also created.

e.  On a monthly basis (after the depreciation is calculated), a DPAS task executes to create depreciation and reconciliation data for IFS.  For each real property asset on the DPAS database that is identified as being an IFS asset, transactions will be written to the LHRE table for the accumulated depreciation amount and the dollar amount.  These depreciation and reconciliation  transactions will be written to batches for IFS in step g below.  A report will be created of these transactions.

f.  On an "as required" basis, the PBO may enter improvement and mass change data online. The online programs generate transactions to the LHRE table for forwarding in batches to IFS in step g below.

# Adding A Component
### MODULE:  Hand Receipt


## INTRODUCTION

This section outlines the procedures for adding a component in DPAS.  This may require you to use the Document Register and Authorizations (if applicable to your Activity).

## PREREQUISITES

The component item must be cataloged.

If you are required to use the Document Register and/or Authorizations, refer to Chapter One, **Adding Authorizations** and **Requesting a Document Number** before performing this process.

If you are auto assigning your bar codes, a bar code prefix will need to be established.  The Property Book Officer usually establishes these codes.  This process can be found in Chapter Seven.

## STEPS TO PERFORM ACTION

1.   Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2.   Select **Component Actions** from the program group.
3.   Select **Increase** from the program list.

# STEP 1:

a. **Type Action:** Select the type of action for adding the component to the property book.
b. **Bulk Asset:** Check this box if the component is bulk managed.
c. **Cost Embedded:** If the cost of the component is embedded into the cost of the **End Item**, check this box.

**Higher Assemblage Group Box:**

d. **Bar Cd:** If your Activity uses bar codes, enter the bar code of the **End Item** that the component is being assigned. **Proceed to step g**.
e. **Stock Nbr:** If your Activity does not use bar codes, enter the stock number of the **End Item** that the component is being assigned.
f. **Serial Nbr:** If you Activity does not use bar codes, enter the serial number of the **End Item** that the component is being assigned.

**Component Group Box:**
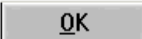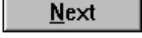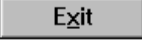
g. **Doc Nbr:** Enter the document number that is being used to add the component to the property book.
h. **Bar Cd:** If your Activity uses bar codes, enter the bar code of the component; otherwise, you can leave this field blank. If you want DPAS to automatically assigned your bar codes and you have established a bar code prefix assignment, click on the **Prefix...** button. Select the appropriate prefix.
i. **Stock Nbr:** Enter or browse for the stock number of the component.
j. **Serial Nbr:** Enter the serial number of the component.
k. Click **OK**.

# STEP 2:

a. **Qty:** If the component is bulk managed, enter the number of components being added.
b. **Acq Cost:** Enter the cost of the component.
c. **Fund Cd:** Enter or browse for the appropriate fund code.
d. **Mfr Key:** Enter or browse for the appropriate manufacturer of the component.
e. **Acq Dt:** Enter the date the component was purchased (YYYYMMDD format). You could also click on the calendar button and select the appropriate date.
f. **Eff Dt:** Enter the date the HRH signed for the component (YYYYMMDD format). You could also click on the calendar button and select the appropriate date.
g. **Asset Cd:** Select the appropriate asset code. Refer to **References** for appropriate codes.
h. **Cptl Cd:** Select the appropriate capitalization code. This code defaults to **N/A** but can be changed if there is an exception. Refer to **References** for appropriate codes.
i. **Exp Cd:** Select the appropriate expense code. The item is either funded or unfunded.
j. **Office:** Enter the Office. Policy varies by Agency. Refer to DPAS Help for Agency guidance.

# More Tool Buttons

The buttons below are found on the bottom of the query screen.

**Menu**          Displays system inquiry menus.  For example, if you are in the **End Item Serial** inquiry and you want to go to the **Catalog** query, click this button and it will display the other modules.  Select the module and type of query you want to perform.

**Favorites**          Allows you to save any favorite queries.

**OK**          Displays *everything* on a particular table.

**Clear**          Clears any data you have entered into a window.

**Previous**          Displays the previous record.

**Next**          Displays the next record.

**New Inquiry**          Returns processing to the inquiry selection criteria window.

**Exit**          Exits out of the process without submitting any information for processing.

# Displaying Your Query In Report Format

## INTRODUCTION

The following process will show you how to display your queries in report format.  Report Format will allow you see multiple records instead of one record at a time.

## PREREQUISITES

None

## STEPS TO PERFORM ACTION (for Report View)

1. Select the module for which you will be querying.
2. Select the **Inquiries** from the program group.
3. Select the type of inquiry you wish to generate from the program list.
4. Select the **Report View** radio button.

## STEP 1:
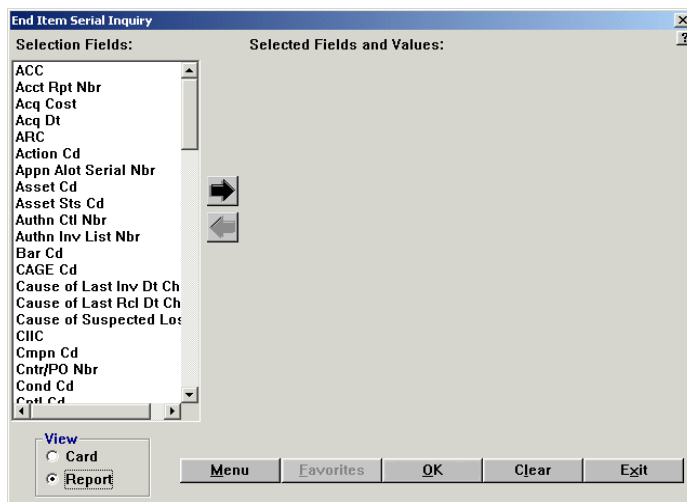


a. Scroll down the list box and select the field you want to query.  You can select this field by highlighting it and click on the black arrow that points to the right **OR** you can simply double-click on the field.
b. Once you have selected the field(s) you wish to query, you will need to set the criteria for the search.  Click on the drop down list and select the applicable operator.  Enter your search criteria.
c. Once you have your operator set, enter the value you are searching.  For example, if you were looking for everything that had an acquisition cost of $5,000 or more, you would select the Acq Cost field, set the operator to => (greater than or equal to), and in the value box, enter 5000 (no commas or decimal points are needed).
d. Click **OK** or press **Enter** on your key-board.

# Chapter Four Table of Contents

**PAGE**

# Printing To A Remote Printer

## INTRODUCTION

You can send your report to a network printer (such as a high-speed printer) by using the FTP option, or you can use the MORDS option.

### File Transfer Protocol (FTP)

File Transfer Protocol (**FTP**) is a program that allows you to copy a file from one machine to another. In this case, you are given the capability to copy your print files to your own print server or PC or any other addressable machine you have access to.

## PREREQUISITES

You will need to have an IP Address and Password to the machine you are FTP'ing to.

## STEPS TO PERFORM ACTION

With your list of reports displayed, select the report you want to FTP and click ☐ Remote ☐.
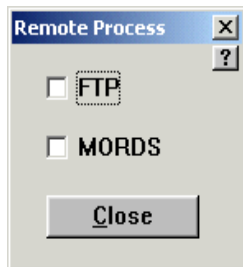
## STEP 1:

• Check the **FTP** check box.

## STEP 2:

a. **IP Address:** Enter a valid IP Address for the printer.
b. **FTP User Id:** Enter your user id for the printer you are printing to.
c. **FTP Password:** Enter your password for the printer you are printing to.
d. Click **OK**.
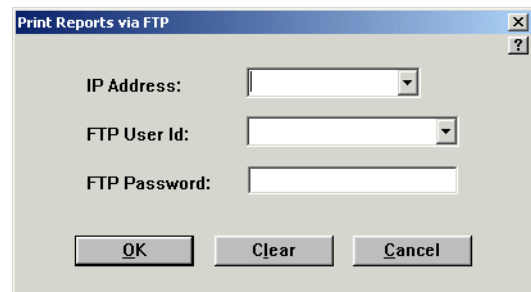
# Deleting A Report

To delete a report, use the following steps:

1.  With your list of reports displayed, highlight the report you want to delete.
2.  Click **Delete**.

A dialog box similar to the following is displayed:

**Confirm Record Delete**

Report DPTK021R  will be deleted.

Do you wish to continue?

Yes        No
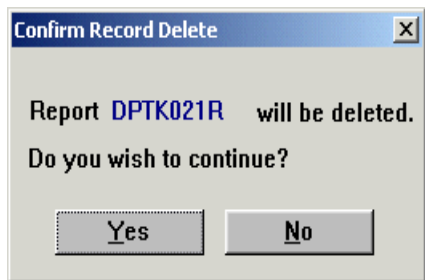
a.  Click **Yes** to delete.

b.  Click **OK**.

**Status**

Report was successfully deleted

OK

You are returned to the Reports Menu.

c.  If you want to delete another report you can do so at this time; otherwise, click **Exit** and you will be returned to the DPAS Main Menu.
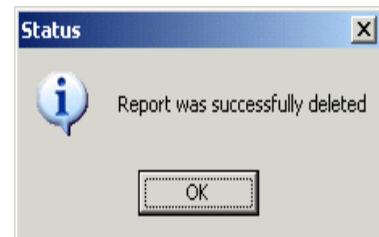
# Practical Exercise:  QuickQuery With The Query Wizard

## Independent Student Report

**Unit of Study:**  Building a QuickQuery With The Query Wizard

**Application:**  This type of query can be used when you need a simple report fast.

**Report Type:**  Accounting report, filtered by UIC displaying serial number, stock number, fund code and dollar amount with sum and average.

## Instructions:

1.  Create a new report using the QuickQuery Wizard.
2.  Select the following fields for your QuickQuery Wizard report:

| BUSINESS VIEW: CATALOG | |
|---|---|
| **FOLDER(S)** | **DATA ELEMENT(S)** |
| **Catalog** | Stock Nbr<br>Generic Nomen |
| **Mfr._Model/Part_Number** | Mfr_Name<br>Mfr Part Nbr |

3.  **Filter:**

> **Column:**     Stock Nbr
>
> **Operator:**   Like
>
> **Value1:**     70*

4.  **Sort:**  Stock Nbr
5.  Click on **Entire Document**.
6.  **Aggregate:**  Stock Nbr using **Count**

> **HINT!**
> For your Filter:  Remember to use the value of "**like**" because we are using the wildcard to look for Stock Numbers that begin with **"70"**.  Refer to the list of operators on page 402.

**Example of the finished report:**

**Example of the finished report:**

# Building A Quick Filter In QuickQuery

**Unit of Study:** Creating Quick Filters in your QuickQuery Documents.

**Application:** Use this function when you want to reduce the amount of detail information on your query.
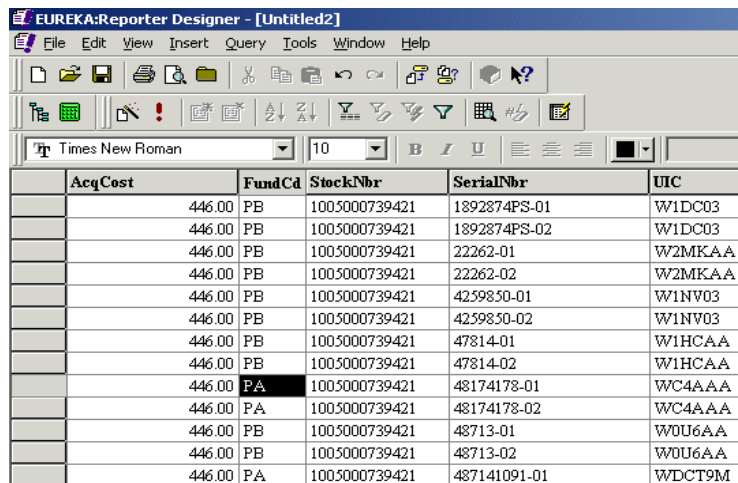
**Report Type:** UIC total dollar amounts under each individual fund code.

**Activity:** Student Hands-On with Instructor direction

## Instructions:

1. Open a new QuickQuery report without the wizard.
2. Depress the **F2 Function Key** if your object directory is not open.
3. Select the following fields for your QuickQuery report:

| BUSINESS VIEW:  DEPRECIATION EXPENSE | |
|---|---|
| **FOLDER** | **DATA ELEMENTS** |
| **Catalog** | Stock Nbr |
| **Serial_Hand_Receipt** | Acq Cst        Serial Nbr<br>Fund Cd        UIC |



4. In the Fund Code Column, highlight one cell of Fund Code **PA**.

5. Click on ![filter icon] (Apply Filter Icon).  This will apply a filter to the current section.  This action will automatically filter your report to show only the assets with the fund code of PA.

**Example of the finished report:**



6. At the menu bar, select **Query>Filter>Save As**.
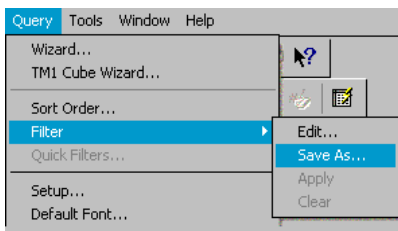


7. The Filter Name Screen will come up. Enter **Fund Code PA** in the window.



8. Click **OK**.

9. Click on  (Clear Filter Icon). This action will clear your document of the Quick Filter.

10. At the menu bar select **Query>Quick Filters...**

```
Query
  Wizard...
  TM1 Cube Wizard...

  Sort Order...
  Filter                          ▶
  Quick Filters...

  Setup...
  Default Font...
  Database Connection Override...
  SQL Override...
  Cache Override...

  QuickQuery Properties...

  View

  Refresh Cache
```
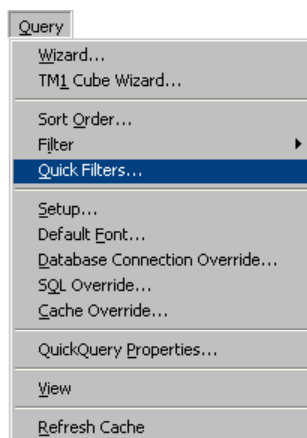
This will bring up the Quick Filter Screen that will list your Quick Filter.  From here you can select the listed filter and it will apply it to your document.

11. Highlight **Fund Code 98**.
12. Click **OK**.  Your document is now filtered again by the fund code of 98.

```
Query
  Wizard...
  TM1 Cube Wizard...

  Sort Order...
  Filter                          ▶
  Quick Filters...

  Setup...
  Default Font...
  Database Connection Override...
  SQL Override...
  Cache Override...

  QuickQuery Properties...

  View

  Refresh Cache
```
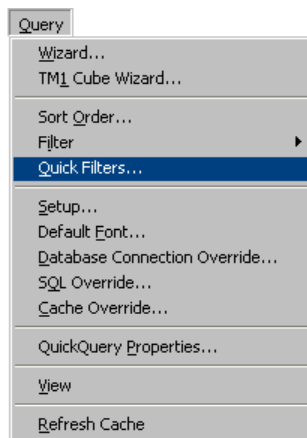
13. Clear the filter by using the Clear Filter Icon.
14. Repeat the process for Fund Code PA (start at Step 4 through Step 8).
15. After filtering by PA, save your report as **QQFILTER**, we will be using it in the next exercise.

# Building Translate Values Using QuickQuery

**Unit of Study:** Creating Translate Values within a Document.

**Application:**    Value translations allow you to substitute one value for another.

You can use value translations to:

- Replace a technical term or code with a familiar term
- Draw attention to a significant value
- Add more information about certain values
- Express a numerical month as an alphabetic month

**Report Type:** Continuation of fund code report (QQFILTER) translating dollar amount.

**Activity:** Student Hands-On with Instructor direction

## Instructions:

1. If closed, open **QQFILTER** report.
2. Double-click on the Dollar Amt column heading.
3. The Column Dollar Amt window will appear.
4. Select the **Translate** tab.
5. Double-click on the **Detail** folder in the Object Source.
6. Double-click on **Dollar Amt** to move it to the Object field.
7. Set the Operator to **>=** (**greater than or equal to**).
8. Enter **100000** in Value1.
9. **Then Become:** Enter "**CAPITAL ASSET**".
10. Click Add Case.
11. **Otherwise Become:** Enter "**NON-CAPITAL**".
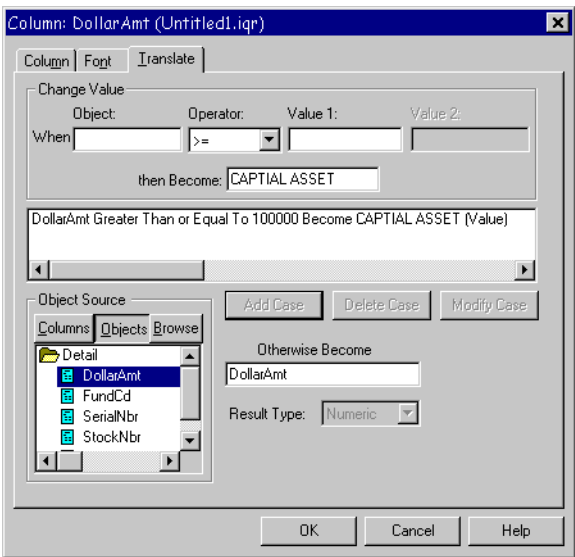


| Cases | |
|---|---|
| **Add Case** | Activates your condition. |
| **Delete Case** | This will remove an existing condition. You will need to highlight the case first before you select this button. |
| **Modify Case** | This will allow you to make a change to an existing condition. You will need to highlight the case first before you select this button. |

12. Click **OK**.
13. Save your report.
14. **DO NOT** close the report – we will continue to use it in the next Unit of Study.

**Example of the finished report:**



| DollarAmt | FundCd | SerialNbr | StockNbr | UIC |
|---|---|---|---|---|
| CAPTIAL ASSET | C1 | 564A634563446 | 7025011725133 | HQ1001 |
| CAPTIAL ASSET | C1 | 564A634563447 | 7025011725133 | HQ1002 |
| CAPTIAL ASSET | C1 | 564A634563448 | 7025011725133 | HQ1003 |
| CAPTIAL ASSET | C1 | 564A6345634471 | 7025011725133 | HQ1005 |
| CAPTIAL ASSET | C1 | 564A63456344720 | 7025011725133 | HQ1006 |
| CAPTIAL ASSET | C1 | 564A634563446 | 7025011725133 | HQ1001 |
| NON-CAPITAL | C1 | 564A634563446 | 7025011725133 | HQ1001 |
| NON-CAPITAL | C1 | 564A634563446 | 7025011725133 | HQ1001 |
| CAPTIAL ASSET | C1 | 34567 | 7021035999322 | HQ1020 |
| CAPTIAL ASSET | C1 | 34567 | 7021035999322 | HQ1020 |
| CAPTIAL ASSET | C1 | 34568 | 7021035999322 | HQ1020 |
| CAPTIAL ASSET | C1 | 34569 | 7021035999322 | HQ1020 |
| CAPTIAL ASSET | C1 | 34568 | 7021035999322 | HQ1020 |
| CAPTIAL ASSET | C1 | 34569 | 7021035999322 | HQ1020 |

3. Select **Generate Inventory** from the program list.

| Hand Receipt | |
|---|---|
| End Item Actions | ▶ |
| Component Actions | ▶ |
| Bar Cd/Ser Nbr Change | |
| HRH Pending Turn-In/Transfer | |
| Database/UIC Transfer Actions | ▶ |
| Mfr Key Change | |
| Bulk Asset Price Adjustment | |
| Mass Changes | ▶ |
| Maj/Sub Hand Receipt Holder | |
| Warranty/Svc/Loan/Lease | |
| SKO/BII/AAI Inventory | |
| Excess Actions | ▶ |
| Inventory Actions | ▶ |
| Interfaces | ▶ |
| Reports | ▶ |
| Inquiries | ▶ |
| Help | |

Inventory Actions submenu:
Generate Inventories
Manage Inventories
Update Inventory Data
Forecast HRH Inventories

PDCD Manager
Print Bar Cd Labels

## STEP 1:

**Inventory Type Group Box:**

a.   Accept the default **HRH**.

**Actions Group Box:**

b.   Select **Initialize Inventory and Generate Report**.

**Generate Group Box:**

c.   Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process.  If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.

**UIC Options Group Box:**

d.   **Specific UIC:**  Enter or browse for your UIC.
e.   If you want to include a Report Message, check this box.
f.   **Msg Id:**  If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
g.   Click **OK**.

# STEP 2:

**Sort Sequence Group Box:**

a. Select the order in which you want your report sorted.

**Report Annexes Group Box:**

b. If desired, select a report annex report.

| Report Type | |
|---|---|
| **Sub Hand Receipt(s)** | Check if you want a separate listing for each of your sub hand receipts. |
| **SKO/BII/AAI Hand Receipt** | Check if you want a hand report listing of your SKOs, BIIs, and AAIs. |
| **SKO/BII/AAI Excess/ Shortage** | Check if you want an excess and shortage report of your SKOs, BIIs, and AAIs. |

**Options Group Box:**

c. If desired, select an option.

| Option Type | |
|---|---|
| **HRH Range** | Select this check box if you want to request a range of Major HRH Nbrs. If you also want to include Subs, select the "Include Sub-Hand Receipt(s)" check box. The screen HRH Nbr input field will be deactivated when a HRH Range is entered. |
| **Include Sub-Hand Receipt(s)** | Select this check box if you want to request a range of Major HRH Nbrs with all of its Subs included (this can also be used with the HRH Range). The screen Sub HRH Nbr input field will be deactivated when this check box is selected. |
| **Expanded Report** | This will generate a more detailed report. |

d. **HRH Nbr:** Enter the hand receipt holder for which you are generating this report. If you selected HRH Range in the Options group box, you will be prompted to enter the beginning HRH Nbr and the ending HRH Nbr.
e. **Sched Cmpltn Dt:** You can accept the default of 2 weeks from the current date or change to the expected completion date.
f. **Next Inv Due Dt:** You can accept the default date or change the date to the expected next inventory due date. This date is determined by Agency. For Navy users, it defaults to 3 years out and all others it defaults to 1 year out.
g. Click **Submit**.

## UPDATE INVENTORY DATA

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.
3. Select **Update Inventory Data** from the program list.
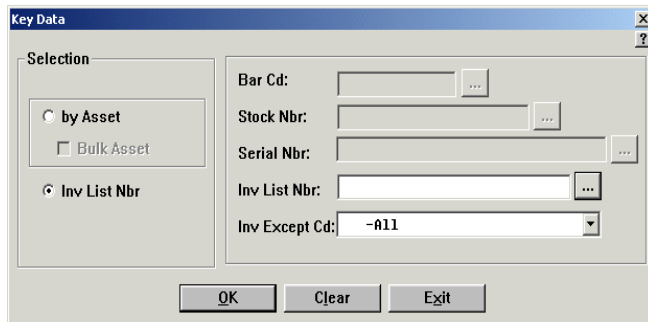




## STEP 1:

a. **Selection:** Select **Inv List Nbr**.
b. **Inv List Nbr:** Enter or browse for the inventory list number of the inventory you will be updating.
c. **Inv Except Cd:** Accept the default **All**.
d. Click **OK**.

You will need to go to STEP 3, in the **Manage Inventories** process to view the unreconciled assets.

## MANAGE INVENTORIES

1. Select the **Hand Receipt** icon, or select **Hand <u>R</u>cpt** from the menu bar.
2. Select **Inventory Actions** from the program group.
3. Select **Manage Inventories** from the program list.
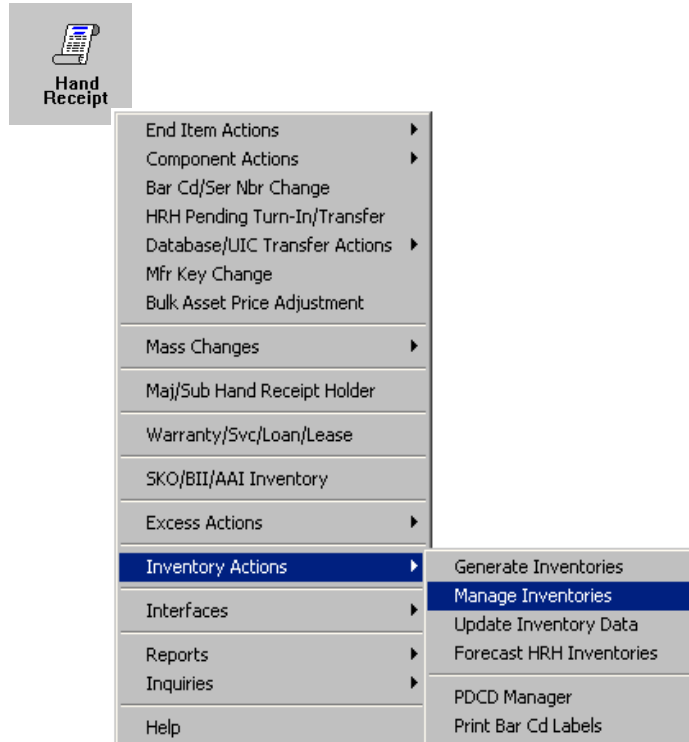


## STEP 1:

a. **Inv Type:** Select the type of inventory you conducted.
b. **Inv Process Cd:** Since you are reconciling an **open** inventory, accept the default **O\* -All Open Inventories**.
c. **UIC:** Enter or browse for your UIC. This field is not mandatory. This field will further filter the inventories requesting to view/manage.
d. **HRH Nbr:** Enter or browse for the HRH Nbr for which the inventory was conducted. This field is not mandatory. This field will further filter the inventories requesting to view/manage.
e. **Inv List Nbr:** Enter or browse for the Inventory List number for the inventory you are going to reconcile.
f. **Loc:** Enter or browse for the location. This field is not mandatory. This field will further filter the inventories requesting to view/manage.
g. Click **OK**.

Once an inventory has been closed, the following updates will occur on the Serial, Component and Bulk Hand Receipt Tables Inventory tab, as applicable (see the End Item Serial, End Item Component, and End Item Bulk Inquiries):

Transaction Inv User Id is moved to Inv User Id and Rcl Inv User Id

❷ Transaction Last Inv Dt is moved to the Last Inv Dt and Rcl Last Inv Dt. Also, moved to the Hand Receipt Holder Table's Last Inv Dt.

❸ Transaction Inv List Nbr is moved to the Cause Lst Rcl Dt Chg and Cause of Last Inv Dt Chg. It is removed from the Inv List Nbr field.

❹ A "O" is moved to the Inv Input Type and Rcl Inv Input Type.

❺ Transaction UIC is moved to Inv UIC.

❻ Transaction HRH Nbr is moved to Inv HRH Nbr.

**NOTE:**
For bulk items only, the record Qty is moved to the Inv Qty.

The following updates will occur on the Inventory Table (see the Manage Inventories Inquiry):

❶ A "CM" is moved to the Inv Process Cd on the Inventory Table.

❷ System Date is moved to the Inv Closed Dt.

The following updates will occur on the Hand Receipt Table (See Maj/Sub Hand Receipt Holder Inquiry). There are no updates for Cyclic or Location type inventories.

Transaction Last Inv Dt is moved to the Last Inv Dt for the appropriate inventory type.

Transaction Next Inv Due Dt is moved to Inv Due Dt for appropriate inventory type.

| Maj/Sub Hand Receipt Holder Inquiry | | |
|---|---|---|
| | | Basic  Inventory  Contract |

UIC: **W0MEAA**        HRH Major Nbr: **01000**        HRH Sub Nbr:

**INVENTORY**

| | | | |
|---|---|---|---|
| HRH Last Inv Dt:: | **20030401** | HRH Inv Due Dt: | **20060401** |
| Authn Last Inv Dt: | **20030401** | Authn Inv Due Dt: | **20060401** |
| Sensitive A Last Inv Dt: | **20030401** | Sensitive A Inv Due Dt: | **20040401** |
| Sensitive O Last Inv Dt: | **20030401** | Sensitive O Inv Due Dt: | **20040401** |
| Crypto Last Inv Dt: | **20030401** | Crypto Inv Due Dt: | **20040401** |

Record    **1**    of    **4**        Previous    Next    New Inquiry    Exit

# Generating A Sensitive Items Inventory

## INTRODUCTION

In this process we will generate a sensitive item inventory. Sensitive item inventory is the physical count of items identified as sensitive by a specific service (e.g., firearms, ammunition, night vision devices and navigation systems (GPS)). This also may include items that are identified as pilferable. This process is used for both manual and automated inventories.

## OBJECTIVES

The student will be able to identify the parts and explain the functions of generating sensitive item inventory.

## PREREQUISITES

None

## APPLICATION

Generate a sensitive item inventory.

## ACTIVITY

Instructor-led lecture with Student Hands-on

## STEPS TO PERFORM ACTION

1. Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2. Select **Inventory Actions** from the program group.

3.  Select **Generate Inventories** from the program list.
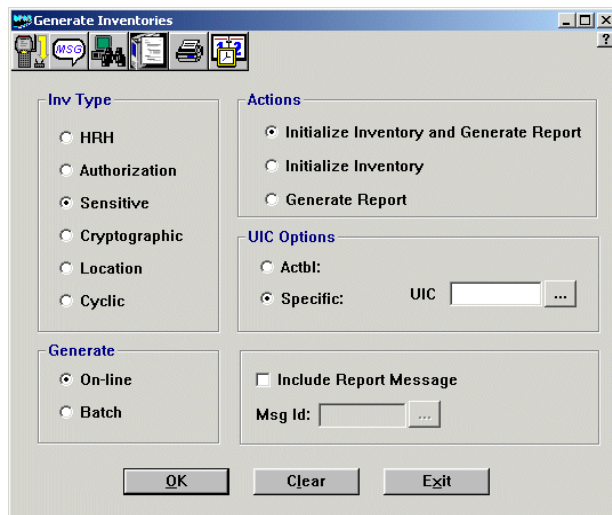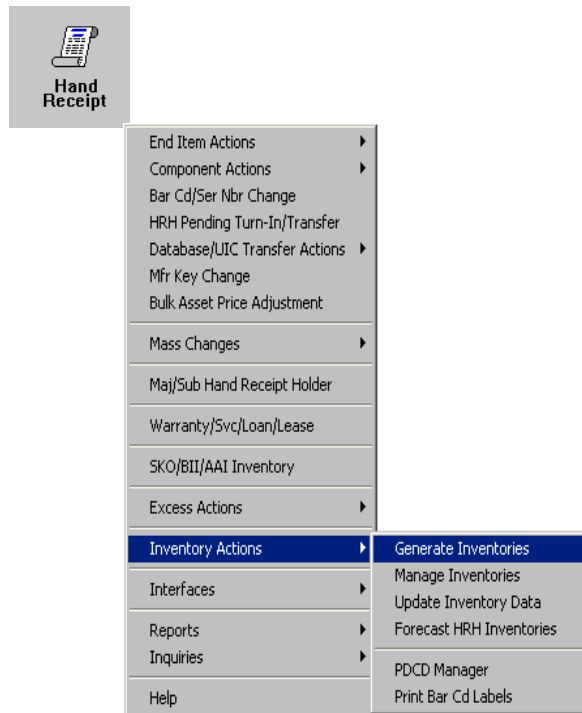
## STEP 1:

**Inv Type Group Box:**

a.  Select **Sensitive**.

**Actions Group Box:**

b.  If you want a copy of the inventory, select **Initialize and Generate Report**. If you do not need (or want) a copy of the report, select **Initialize Inventory**. If you only want a hard copy of the report with initializing the inventory, select **Generate Report**.

**UIC Options Group Box:**

c.  **Actbl UIC:** Click this radio button to submit the request at the Accountable UIC level.
d.  **Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

**Generate Group Box:**

e.  Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.

f.   If you want to include a Report Message, check this box.
g.   **Msg Id:**  If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
h.   Click **OK**.

# STEP 2:

a.   **Sort Sequence Group Box:**  Select how you want your report sorted.  This will not be available if you only initialized the inventory.
b.   **Type Group Box:**  Select the type of sensitive item inventory you wish to perform.



| Type | |
|---|---|
| **Both** | Includes all items classified as sensitive in nature. |
| **Weapons and Ammunition** | Only weapons and ammunition. |
| **Other Than Weapons and Ammunition** | Items such as night vision goggles, Global Positioning Systems (GPS), STU III phones, etc. |
| **Include Pilferables** | You can also include items that are deemed pilferable. |

c.   **Options:**  If desired, you can choose for a specific HRH Nbr, a range of HRH Nbrs, and include all the sub-HRHs.

| Options | |
|---|---|
| **HRH Nbr** | This selection will require the entry of a HRH Nbr.  One Inventory Number will be created.  If the HRH Nbr is not entered, a roll up report is not created, but instead individual Inv List Nbrs are created for each HRH Nbr under the UIC.  If submitted for the Actbl UIC, an Inv List Nbr is created for each HRH Nbr or UIC change under the Actbl UIC. |
| **Range** | This selection will require a From and To HRH Nbr. An Inventory Number will be created for each HRH Nbr in the range. An Inv List Nbr will be created for each HRH within range. |
| **Include Sub-Hand Receipt(s)** | This selection will retrieve all assets for the sub-hand receipt holders associated with the Major-hand receipt holder entered. |

d.   **Report Annex:**  Check the **Sub Hand Receipt(s)** *only* if you want a separate report listing for each of the sub-HRH Nbrs for a specific HRH Nbr or range of HRH Nbrs.  This will not be available if you only initialized the inventory.
e.   **HRH Nbr:**  Enter or browse for the HRH Nbr and/or sub-HRH Nbr.  If you did not select the HRH Nbr Option, this field will not be accessible.  If you selected the **Range** option, you will need to enter the beginning HRH Nbr for which you are generating this report.
f.   **To HRH Nbr:**  This field will only display *if* you selected the **Range** option.  You will then need to enter the ending HRH Nbr for which you are generating this report.

g. **Sched Cmpltn Dt:** The default date is 2 weeks from the current date. If needed, you can change this date to the desired expected completion date. This field is not accessible if you are only generating the report.

h. **Next Inv Due Dt:** The default date is determined by your Agency. For Navy users, the default date is 3 years out and all other agencies the default date is 1 year out. This date can be changed per your Agency.

i. Click **Submit**.

The following dialog box is displayed:
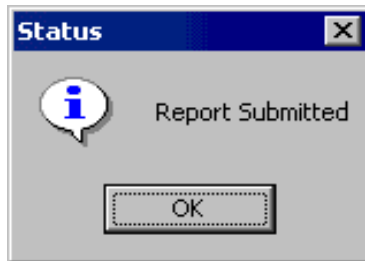


j. Click **OK**.

k. Click [printer icon] to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.

l. Once you have selected your inventory report, click the **Print** button.

m. Your Windows Print dialog box is displayed and you can print your report.

n. Return to the DPAS Main Menu.

**NOTES:**
Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

# Generating A Cryptographic Items Inventory

## INTRODUCTION

In this process we will generate a Cryptographic Item inventory.  Cryptographic Item inventory is the physical count of Communication Security (COMSEC) Equipment and Components as specified by a specific service or agency.  This process is used for both manual and automated inventories.

## OBJECTIVES

The student will be able to identify the parts and explain the functions of generating cryptographic item inventory.

## PREREQUISITES

None

## APPLICATION

Generate a Cryptographic Item inventory.

## ACTIVITY

Instructor-led lecture with Student Hands-on

## STEPS TO PERFORM ACTION

1.  Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2.  Select **Inventory Actions** from the program group.

3. Select **Generate Inventories** from the program list.
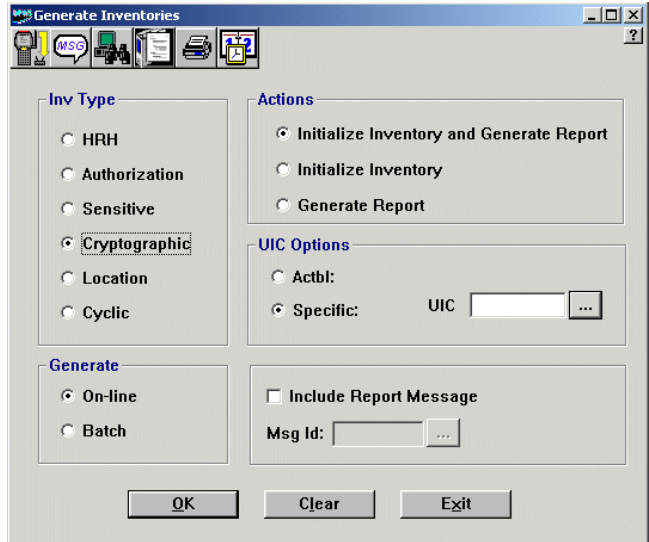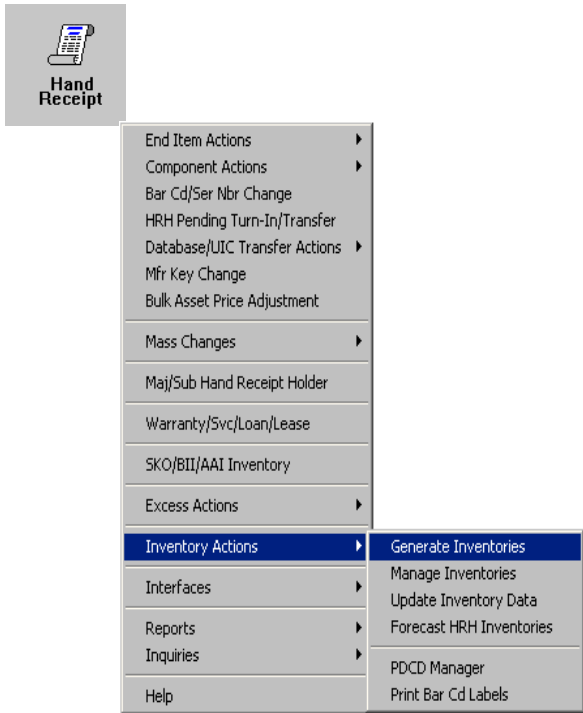


## STEP 1:

**Inv Type Group Box:**

a. Select **Cryptographic**.

**Actions Group Box:**

b. If you want a copy of the inventory, select **Initialize and Generate Report**. If you do not need (or want) a copy of the report, select **Initialize Inventory**. If you only want a hard copy of the report with initializing the inventory, select **Generate Report**.

**UIC Options Group Box:**

c. **Actbl UIC:** Click this radio button to submit the request at the Accountable UIC level.
d. **Specific UIC:** Enter or browse for your UIC. If you selected **Actbl UIC**, this field will not be accessible.

**Generate Group Box:**

e.  Select whether you want this report to run On-line (immediately) or in the Batch (overnight) process. If your property book is large, it may be a good idea to run this process in Batch so not to degrade the system.
f.  If you want to include a Report Message, check this box.
g.  **Msg Id:** If you chose to include a report message, browse for the message you wish to include. These messages are built in the **Utilities** module.
h.  Click **OK**.

# STEP 2:

a.  **Sort Sequence:** Select how you want your report sorted. If you only initialized the inventory, then the sort sequence will not be available.
b.  **Report Annex:** Check the **Sub Hand Receipt(s)** *only* if you want a separate report listing for each of the sub-HRH Nbrs for a specific HRH Nbr or range of HRH Nbrs. This will not be available if you only initialized the inventory.
c.  **Options:** If desired, you can choose for a specific HRH Nbr, a range of HRH Nbrs, and include all the sub-HRHs.



| Options | |
|---|---|
| **HRH Nbr** | This selection will require the entry of a HRH Nbr. One Inventory Number will be created. If the HRH Nbr is not entered, a roll up report is not created, but instead individual Inv List Nbrs are created for each HRH Nbr under the UIC. If submitted for the Actbl UIC, an Inv List Nbr is created for each HRH Nbr or UIC change under the Actbl UIC. |
| **Range** | This selection will require a From and To HRH Nbr. An Inventory Number will be created for each HRH Nbr in the range. An Inv List Nbr will be created for each HRH within range. |
| **Include Sub-Hand Receipt(s)** | This selection will retrieve all assets for the sub-hand receipt holders associated with the Major-hand receipt holder entered. |

d.  **HRH Nbr:** Enter or browse for the HRH Nbr and/or sub-HRH Nbr. If you did not select the HRH Nbr Option, this field will not be accessible. If you selected the **Range** option, you will need to enter the beginning HRH Nbr for which you are generating this report.
e.  **To HRH Nbr:** This field will only display *if* you selected the **Range** option. You will then need to enter the ending HRH Nbr for which you are generating this report.
f.  **Sched Cmpltn Dt:** The default date is 2 weeks from the current date. If needed, you can change this date to the desired expected completion date. This field is not accessible if you are only generating the report.
g.  **Next Inv Due Dt:** The default date is determined by your Agency. For Navy users, the default date is 3 years out and all other agencies the default date is 1 year out. This date can be changed per your Agency.
h.  Click **Submit**.

The following dialog box is displayed:
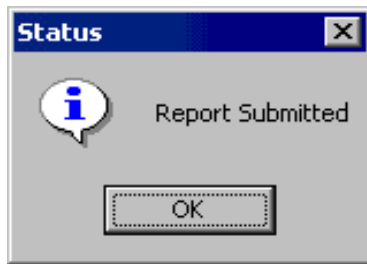
i.  Click **OK**.

j.  Click [printer icon] to print the inventory. You are returned to the Reports Menu screen where you can select the inventory report you wish to print.

k.  Once you have selected your inventory report, click the **Print** button.

l.  Your Windows Print dialog box is displayed and you can print your report.

m. Return to the DPAS Main Menu.

**NOTES:**

Once the inventory is initialized, the system will automatically assign an inventory listing number. This number consists of the following format: ordinal number (YY+ Julian day) + UIC + a 4 position serial number that will be reset everyday.

The ordinal number is the 5-positions, first two are the year (example: 03) and the next three are the Julian day (example: 038).

# Skill Builder:  Manual Inventory

## Objectives:  You will:

> ➤ **Review Manual Inventories**
> ➤ **Discussion Questions**

Complete the following exercise:

1.  Which of the following are the steps involved in canceling an inventory?

    A.  The Inventory Process Code changes when an inventory is canceled.  This automatically removes the inventory from the Manage Inventories List.

    B.  The Inventory Process Code changes when an inventory is canceled.  However, this does not remove the inventory from the Manage Inventories List.

    C.  The Inventory Process Code changes when an inventory is canceled.  However, this does not remove the inventory from the Manage Inventories List.  The user must also process an End Item Decrease action.

    D.  The Inventory Process Code does **not** change when an inventory is canceled.  The user simply cancels the inventory from the Manage Inventories List.


2.  In DPAS, which of the following constitutes an overage?

    A.  The asset's HRH has been changed.

    B.  An asset listed on the inventory can not be found.

    C.  The item was transferred to DRMO or another activity and not properly removed from the property book.

    D.  The asset is missing a bar code label.


3.  What is the proper order of the DPAS activities associated with the inventory process?

    _____        Managing the inventories

    _____        Reconciling the results of the inventories against the baseline

    _____        Deciding what to inventory and generating it

    _____        Conducting the inventory (using a manual or automated process)

4. Which inventory allows for individual inventories to be performed on fractions of accountable assets at specific intervals?

   A. Cryptographic

   B. Cyclic

   C. Hand Receipt Holder

   D. Authorization

5. A common use of the location inventory might occur when the Commander, in response to forced or unlawful entry, or discovery of an open or unattended storage area, directs a special inventory. (**True or False**)

   True _____          False _____

6. It is a DPAS inventory best practice to track the physical whereabouts of an asset using the Location, and when feasible, Sub-Location fields. (**True or False**)

   True _____          False _____

7. After the user corrects all outstanding discrepancies for a manual inventory, the inventory will automatically close. (**True or False**)

   True _____          False _____

8. When conducting a manual inventory, the inventory personnel should be documenting quantity, nomenclature, serial number, condition and _____ on the inventory report.

   A. Cost

   B. Bar Code

   C. Location/Sub-Location

   D. HRH Number

# STEP 2:
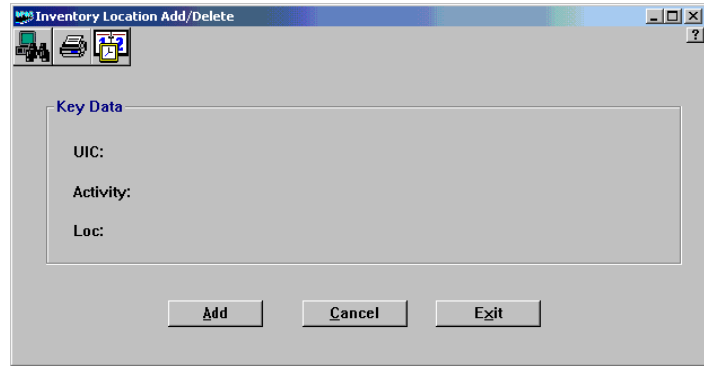
a.  Review the information that is displayed.
b.  If the data displayed is correct, click **Add**; otherwise, click **Cancel**.

The Transaction Processed dialog box will be displayed.

c.  Click **OK**.

You will be returned to the Key Data screen.

d.  Click **Exit**.


## Deleting Locations

In order for the delete to process, there can be no assets assigned to the location you are deleting.

1.  Enter or browse for the **UIC**.
2.  Enter or browse for the location you are deleting.
3.  Click **OK**.
4.  Click **Delete**.

# Practical Exercise:  Adding New Locations and/or Sub Locations

**Title:** Adding New Locations and/or Sub Locations

**Objective:**  At the completion of this exercise the student should demonstrate a capacity to create new locations and/or sub locations.

**Prerequisites:**

**References:**  Reference in the manual Chapter Seven

**Scenario:**  Your organization has just built a new 7-story office building.  You will need to create a new location and/or sub location into DPAS because you will have new property that will be assigned to that new location.

**Instructions:**  Use the knowledge that you have gained from Chapter Seven to create a new location. You will need to determine what should be in the location field and what should be in the sub location field.

**Given:**  The property will be assigned to Building 73, Floor 2, Cubicle 2C-107

**Summary:**  Verify your results by running the appropriate inquiries and reports

**Class Discussion:**  Q & A

# Establishing Fund Codes And/Or Appropriation Allotment Serial Numbers

### MODULE:  Utilities

## INTRODUCTION

The purpose of this process is to provide for the interactive establishment or deletion of a Fund Cd and/or Appn record for each Unit Identification Code established on the Unit Identification Table. Fund Codes are **mandatory** in DPAS.

> **NOTE:**
> Appropriation Allotment Serial Numbers are defined by the supporting Budget Office to identify a subdivision of funds within an appropriation.  Depending upon the requirements of the accounting system that supports your activity, this code may or may not be a requirement. The Appn Allot Ser Nbr is a subset of Appn.  Use only in conjunction with a Fund Code.

This will allow you to add or delete appropriation allotment serial numbers or fund codes for each UIC with the Financial Indicator Code of A-Z or 0-9.

It also allows for change of the Type Fund Id to identify whether an organization is a General Fund or Working Capital Activity.
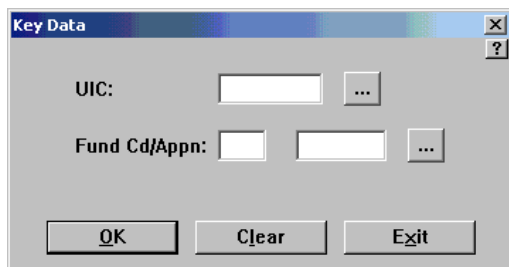
## PREREQUISITES

None

## STEPS TO PERFORM ACTION

1. Select the **Utilities** icon, or select **Utilities** from the menu bar.
2. Select **Master Table Maint** from the program group.
3. Select **Fund Cd/Appn** from the program list.
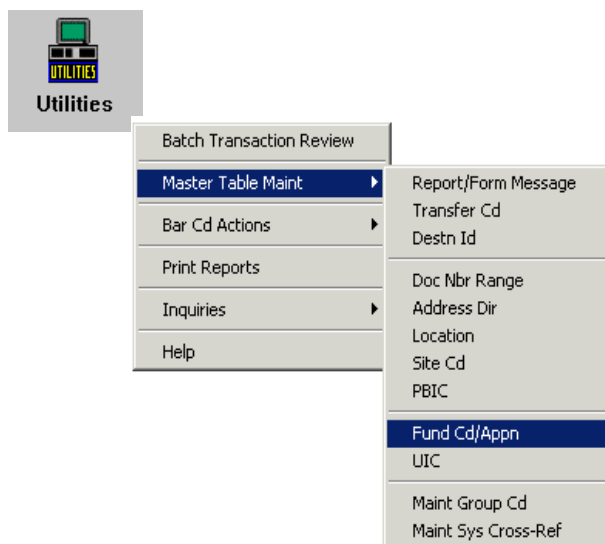
# STEP 1:

a. **UIC:** Enter or browse for the UIC.
b. **Fund Cd/Appn:** In the first box, enter a 2-position fund code. If applicable to your Activity, enter a 5-position appropriation allotment serial number.
c. Click **OK**.

> **HINT!**
> If the Acct Sys Cd was set to B (for DBMS) or E (E-Biz), you must load an Appn Allotment Ser Nbr. If your Acct Sys Cd does not equal B or E, the field can be left blank.

# STEP 2:

a. **Type Fund Id:** Select the applicable code.

| Type Fund Identification | |
|---|---|
| **D** | Defense Working Capital Funds |
| **O** | Other |
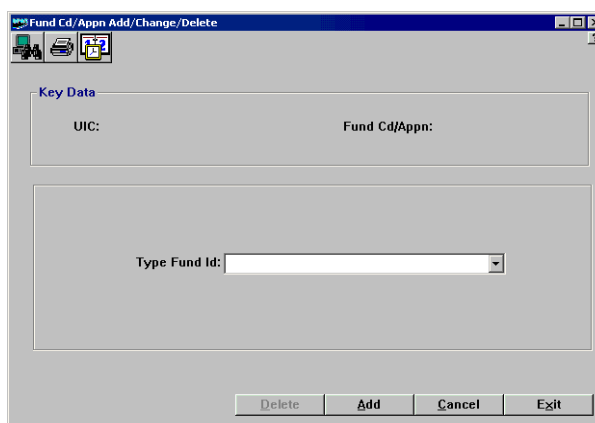
b. Click **Add**.

The Transaction Processed dialog box will be displayed.

c. Click **OK**.

You will be returned to the Key Data screen.

d. Click **Exit**.

## Changing Fund Codes/Appropriation Allotment Serial Numbers

The Type Fund Id cannot be changed if there are assets in the system for the UIC and Fund Cd/Appn combination.

1. Enter or browse for your UIC.
2. Enter or browse for the fund code and/or appropriation allotment serial number you are changing.
3. Click **OK**.
4. Make the necessary change.
5. Click **Change**.

# STEP 2:

a. **UIC Status:** Select whether the UIC is active or inactive. If you are changing the status of an existing UIC, there can be no assets or due-ins for the UIC. If there are, you will receive a message indicating that there are assets or due-ins.

b. **Authn Tracking:** Select the appropriate option to designate if your Activity will track authorized items (using the Authorizations module). If the first position of the UIC begins with "W" (Army UIC), this field will be defaulted to **Yes** and cannot be changed. If the first position of the UIC is other than "W", this field will be defaulted to **No** but can be changed only during the Add process.

c. **Unique Item Tracking:** This field designates if an Activity will track CBS-X/UIT information. Categories of data reported include DoDSASP, CCISP and CBS-X. This sets the interface with LOGSA. If the first position of the UIC is 'W', this selection is defaulted to **Yes** on an Add transaction, but can be changed if necessary. If the first position of the UIC is other than 'W', this selection is defaulted to **No** on an Add transaction, but can be changed if necessary.

d. **Activity Name:** Enter the name of the Activity. At least one character must be entered in this field.

e. **Activity Cd:** Enter the Activity Code. The first two positions must be filled; the remaining two positions are optional.

f. **Svcg Activity Cd:** Enter the Servicing Activity Code. The first two positions must be filled; the remaining two positions are optional.

g. **Bar Cd Mandatory:** Check this box if using bar codes for your Activity is mandatory.

h. **Office Name:** Enter the name of the office. At least one character must be entered in this field.

i. **Installation Cd:** Enter the installation code that identifies a unit for UIT. The first two positions must be filled; the remaining two positions are optional.

j. **Armed Svc Cd:** Select the appropriate code that identifies your service.

| Armed Service Codes | | | |
|---|---|---|---|
| **A** | Army Forces | **M** | Marine Forces |
| **C** | Coast Guard | **N** | Navy Forces |
| **F** | Air Force | **O** | Other |

k. **DODAAC:** Enter your DODAAC.

l. **Process Id:** Select the appropriate code to identify and address unique Service/Agency processing actions.

| Process Identification Codes | |
|---|---|
| **A** | Army |
| **D** | DECA |
| **O** | Other |

m. **Major Cmd Cd:** Identify you Major Command or Agency of assignment for units and administrative structure.

n. **Acct Sys Cd:** Select which accounting system (if any) to which your Activity interfaces.

o. **Excess Sys Cd:** Select if you are interfacing with DRMS.

| Accounting Systems Codes | | | | Excess Systems Codes | |
|---|---|---|---|---|---|
| **A** | SIFS | **H** | SABRS | **N/** | No interface in place |
| **B** | DBMS | **I** | SOMARDS | **Y** | Excess In Place, Memorandum of Agreement |
| **C** | FAMIS | **J** | STARS | **N** | Excess In Place, no Memorandum of Agreement |
| **D** | DWAS | **K** | LMP | | |
| **E** | e-Biz | **Y** | No Interface, Retain Records | | |
| **G** | WAAS | **Z** | No Interface, Delete Record | | |

p. **RP Sys Cd:** Select which real property system, if any, to which your Activity interfaces.

| Real Property Systems Code | |
|---|---|
| **A** | IFS |
| **B** | PRIDE |

q. **Sply Sys Cd:** This code is set the accountable UIC and indicates which supply system you will interface.

r. Click **Next Page**.

## STEP 3:



a. **Retain Closed Inv for ## Days:** This is used to tell DPAS how long to keep past inventories on the system. The date will be defaulted to 30 days but you can set it as high as 1095 days (or 3 years).

**Cyclic Inventory Data Group Box:**

b. **Update Cyclic Inv Data:** Check this box to update the information pertaining to the cyclic inventory.

c. **Generate Cyclic Inventory By:** Indicates if you are going to run your cyclic inventory by either HRH or by Location.

d. **Inv Period Start Dt:** This is the date you would like your inventory to start. This date cannot be a future date but it can be a past date (if the past date does not exceed past 3 years).

e. **Months in Inv Period:** This is how many months the inventory will go for. DPAS will put the following defaults: Army-12 months; Reserves-18 months; and all others-36 months. If desired, this field can be changed.

# STEP 2:

**Bar Cd Group Box:**



> **HINT!**
> All the fields in the **Bar Cd Group Box** will be for display only if you selected **Bar Cd Prefix Assignment** from the Key Data screen.

a. **Prefix To:**  This field is only available for a change action.  If changing the prefix, enter the prefix to which you are changing.
b. **Prefix Desc:**  Enter a brief title explaining the use of the prefix.
c. **Length:**  Select the total number of position of you bar code.
d. **Last Seq Nbr:**  Enter the last sequence number assigned by the system for a bar code.  Leading zeroes will not be displayed. The number of positions cannot exceed the bar code length.

**Prefix Assignment Group Box:**

> **HINT!**
> The fields in this group box will be available for input if establishing a new Bar Cd Prefix or if the Bar Cd Prefix Assignment radio button was selected on the Key Data screen.

e. **UIC:**  Enter or browse for the UIC that has permission to use this prefix.
f. Click **Add**.  The authorized UIC(s) will be displayed in the Authorized UIC List Box.

The Transaction Processed dialog box will be displayed.

g. Click **OK**.

You will be returned to the process screen.

h. If you want to authorize another UIC for your prefix, repeat steps 2e through 2g.  When you are done, click **Exit**.

## Changing Bar Code Prefixes

1. Select the radio button **Bar Cd Prefix Add/Chg/Del**.
2. Enter or browse for the prefix you are changing.
3. Click **OK**.
4. Make the necessary change(s).
5. Click **Change**.

## Deleting Bar Code Prefixes

1. Select the radio button **Bar Cd Prefix Add/Chg/Del**.
2. Enter or browse for the prefix you are deleting.
3. Click **OK**.
4. Click **Delete**.

## Deleting Bar Code Prefix Assignment

If you want to delete a UICs that is authorized to use the bar code prefix:

1. Select the radio button **Bar Cd Prefix Assignment**.
2. Enter or browse for the prefix you are changing.
3. Click **OK**.
4. Highlight the UIC in the Authorized UIC List Box.
5. Click **Delete**.

The following dialog box is displayed:

6. If you want to delete the record, click **Yes**; otherwise, click **No**.

**Confirm Record Delete**

Are you sure you want to delete this record?

Yes        No
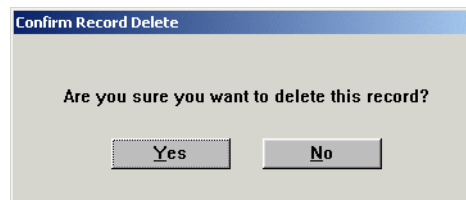
If there are no more UICs for the prefix, the following dialog box will be displayed:

7. Click **Yes** to continue with the delete process; otherwise, click **No**.

**Confirm Record Delete**

There are no more UIC's attached to this Prefix.

Do you want to delete it?

Yes        No
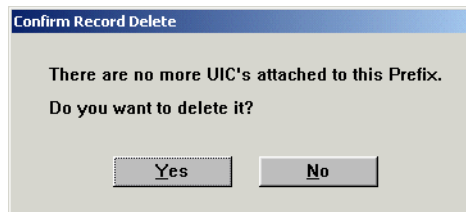
# Printing Bar Code Labels
### MODULE:  Hand Receipt

## INTRODUCTION

This process will show you how to print off bar code labels in DPAS.

## PREREQUISITES

You will need to have a bar code printer.  DPAS supports the INTERMEC and ZEBRA printers.

In order to print bar code labels, the user must establish a label format for each UIC that will be utilized.  This process cannot be used if there are no label formats created.

## STEPS TO PERFORM ACTION

1.  Select the **Hand Receipt** icon, or select **Hand Rcpt** from the menu bar.
2.  Select **Inventory Actions** from the program group.
3.  Select **Print Bar Cd Labels** from the program list.

# STEP 1:

a. **Print Options:** Select how you want the bar codes to print.

| Print Options | |
|---|---|
| **Bar Cd** | The user can request a label for a single asset or labels for assets within a bar code range. |
| **UIC** | The user can request labels for assets under a specific UIC. |
| **HRH Nbr** | The user can request labels for assets under a specific HRH Nbr or within a range of HRH Nbrs under a UIC. The user can also print labels for all Sub HRH Nbr assets under each Major. |
| **Stock Nbr** | The user can request labels for assets under a specific Stock Nbr. |
| **Location** | The user can request labels for assets under a specific location or within a range of locations. |

b. If you want to print a particular bar code, select the radio button **Selective**. If you want to print a range of bar codes, select the radio button **Range**.
c. **Label Format:** Select the appropriate label format. This window will display only those UICs that have label formats created through the Bar Code Label Format process. The transaction UIC must have a bar code label format.

**From Group Box:**

d. **Bar Cd:** If your print option was **Bar Cd**, enter the bar you want to print.
e. **UIC:** If your print option was **UIC**, enter or browse for the UIC.
f. **HRH Nbr:** If your print option was **HRH Nbr**, enter or browse for the HRH Nbr.
g. **Stock Nbr:** If your print option was **Stock Nbr**, enter or browse for the Stock Nbr.

**To Group Box:**

This group box is only available if you selected to print a range. If you did not select to print a range, proceed to step j.

h. **Bar Cd:** Enter the last bar code in the range.
i. **HRH Nbr:** Enter the last HRH Nbr in the range.
j. **Number of copies:** Enter the number of copies of labels you want to print.
k. Click **Submit**.

The Transaction Processed dialog box will be displayed.

l. Click **OK**.

m. Click **Exit**.

## Printing Location Labels

1. From the **Bar Cd Labels**, click on the **Location Labels** tab.



2. **Print Options:** Select the appropriate option.

| Print Options | |
|---|---|
| **UIC** | Allows you to print location labels for the entire UIC. |
| **HRH Nbr** | Allows you to print location labels for the entire HRH Nbr or a range of HRH Nbrs. |
| **Loc** | Allows you to print labels for a specific location or a range of locations. |
| **Sub Loc** | Allows you to print a labels for a specific sub location or a range of sub locations. |
| **Selective** | Select this radio button if you want to print a location label for a single location or sub location, or labels for all unique locations under a specific HRH Nbr.  This option is disabled for the UIC Print Option. |
| **Range** | Select this radio button if you want to print location labels for all assets within a HRH Nbr, Location, or Sub Location range.  One location label will be printed for each unique location. |

3. **Label Format:**  Select the appropriate label format.  This window will display only those UICs that have label formats created through the Bar Code Label Format process.  The transaction UIC must have a bar code label format.
4. **Include Sub-Hand Receipts:**  If you want to include sub hand receipts, check this box (only available if you selected the HRH Nbr print option).
5. **Include Sub Locs:**  If you want to include sub locations, check this box (not available if you selected the Sub Loc print option).
6. **New Sub Loc:**  If you want to print a label for a new sub location that is not in DPAS, check this box (only available if you selected the Sub Loc print option).

**From Group Box:**

7. **UIC:**  Enter or browse for the UIC for which you are printing labels.
8. **HRH Nbr:**  Enter or browse for the HRH Nbr and/or sub HRH Nbr for which you are printing labels (only available if you selected HRH Nbr print option).
9. **Loc:**  Enter or browse for the location for which you are printing labels (only available if you selected the Loc or Sub Loc print option).
10. **Sub Loc:**  Enter the sub location for which you are printing labels (only available if you selected the Sub Loc print option).

**To Group Box (this group box is only available if you chose to print a Range):**

11. **HRH Nbr:**  Enter the ending HRH Nbr for your range.
12. **Loc:**  Enter the ending location for your range.
13. **Sub Loc:**  Enter the ending sub location for your range.
14. **Number of copies:**  Enter the number of copies of labels you want to print.
15. Click **Submit**.

The Transaction Processed dialog box will be displayed.

16. Click **OK**.

17. Click **Exit**.

# Running Monthly Depreciation
### MODULE: Accounting

## INTRODUCTION

This process provides the capability to run the monthly depreciation.

## PREREQUISITES

None

## STEPS TO PERFORM ACTION

1. Select the **Accounting** icon, or select **Accounting** from the menu bar.
2. Select **Reports** from the program group.
3. Select **Generate** from the program list.
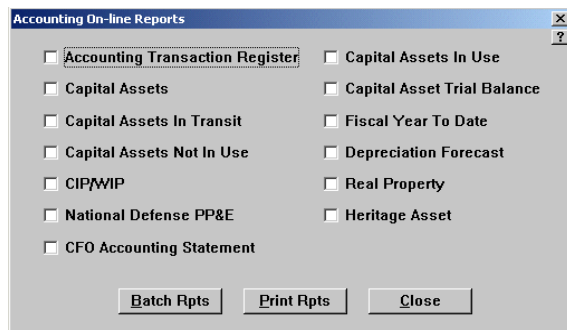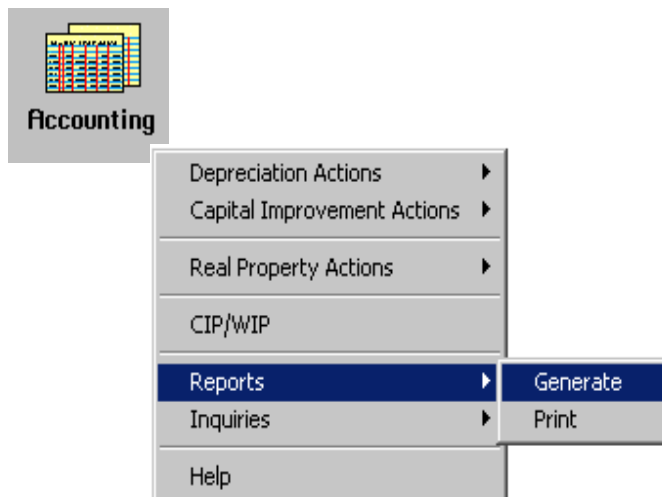


## STEP 1:

- Click on **Batch Rpts**.

## STEP 2:

- Select **Monthly Depreciation**.
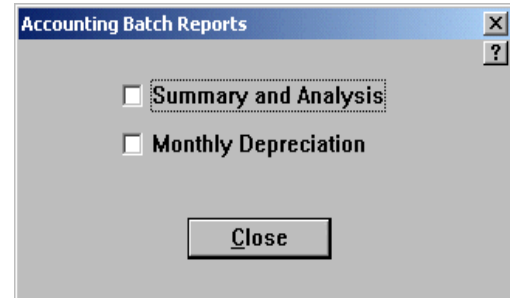
## STEP 3:
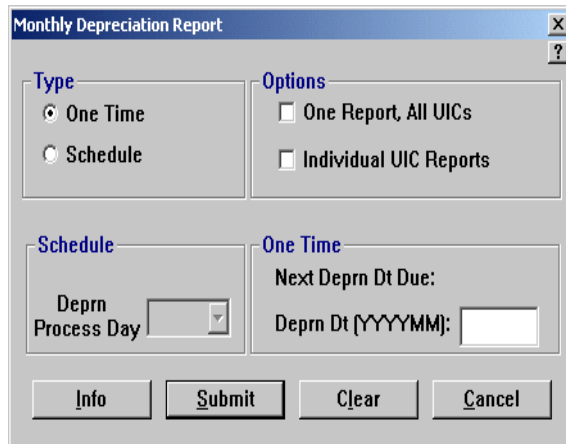
a. **Type:**

**One Time:** Select this option if you want to run depreciation for a specific date. The date, shown beside **Next Deprn Dt Due** is the next date that you can schedule your batch depreciation cycle. If you do not execute your depreciation cycles on a monthly basis, this date could be several months before the current month and year. For example, if the current month is May, and you have not executed your depreciation since January, the next 'month' due will show as February. You have two options if this is the case. You can schedule each month (using this example) from February to May, or simply request May's depreciation cycle and let the program automatically 'catch you up' to the current month. You cannot execute the same month twice.

**Schedule:** Select this option if you want to schedule when this report is to be run. By choosing the Schedule radio button, you can choose one day for the report to be run each month by selecting a day from the 20th of the current month to the 3rd of the next month from the Day of Month drop down list box. You cannot change the schedule date in the month in which depreciation has already been executed. However, you can change the schedule day once the next month has begun. In addition, you may choose 'Last' from the drop down list box to run the report on the last day of every month. This schedule will continue to exist until changed or overwritten by a One Time selection. Selection of One Time will overwrite an existing Schedule.

b. **One Report, All UICs:** If you want the report to run for all UICs associated with the Accountable UIC, check this box.
c. **Individual UIC Reports:** If you want the report run for each specific UIC, check this box.

> **HINT!**
> You can also select both options, if desired.

# Tables

| EXCESS IMPORT INTERFACE TABLE | | ASSET REDISTRIBUTION TABLE | |
|---|---|---|---|
| **FP** | File row ready for processing. | **PR** | Prenotification transaction ready to send. |
| **FR** | File row rejected. | **PX** | Prenotification transaction sent to disposal activity (AE1 sent). |
| **FS** | File row suspended. | **RP** | Prenotification transaction acknowledged by disposal activity (AFX received - no errors). |
| **RP** | Transaction row ready for processing. | **ER** | Excess transaction ready to send. |
| **PR** | Transaction row processed and reported. | **EX** | Excess transaction sent to disposal activity (AS3 sent). |
| **PX** | Transaction row ready for delete. | **RE** | Excess transaction acknowledged by disposal activity (AFX received). |
| | | **EC** | Excess transaction accepted by disposal activity and item not Excess In Place (XR1 received - qty matched - not Excess In Place). |
| | | **ES** | Excess transaction accepted by disposal activity but suspended within DPAS (XR1 received - qty mismatch or bulk asset). |
| | | **EP** | Excess transaction accepted by disposal activity and item is Excess In Place (ZR1 received - qty matched - Excess In Place). |
| | | **RR** | Transaction rejected by disposal activity (AFX received - errors exist). |
| | | **WR** | Withdraw transaction ready to send. |

# Reference Codes

## ACQUISITION ADVICE CODES

| Acquisition Advice Codes | |
|---|---|
| A | Service Regulated |
| B | ICP Regulated |
| C | Service Managed |
| D | DoD IMM Stocked and Issued |
| E | Other Service Managed |
| F | Fabricate or Assemble |
| G | GSA Integrated Materiel Manager |
| H | Direct Delete Under Control Contract |
| I | Direct Order From Control Contract |
| J | Not Stocked Long Lead Time |
| L | Local Purchase |

## ADPE IDENTIFICATION CODES

| ADPE Id Codes | |
|---|---|
| 0 | No ADP Components |
| 1 | Analog CPUs |
| 2 | Digital CPUs |
| 3 | Hybrid CPUs |
| 4 | ADP Input/Output Storage Devices |
| 5 | ADP Accessorial Equipment |
| 6 | Punched Card Equipment |
| 7 | ADP Supply and Support Equipment |
| 8 | ADP Components |
| 9 | Contains Embedded ADPE |

# ADVICE CODES

| Advice Codes | | | |
|------|-----------------------------------|------|------------------------------|
| **1A** | Quantity Exceeds Requisition Objectives | **1K** | Rtrn Comp Major Item |
| **1B** | Quantity Exceeds Requisition Objectives | **2A** | Item Not Locally Obtainable |
| **1C** | Fill Do Not Backorder | **2B** | Requisitioned Item Only |
| **1J** | Fill Do Not Substitute | **2C** | Do Not Backorder |
| **Other codes are available as needed.  Use the pick list to display appropriate selections** | | | |

# ASSET CODES

| Asset Codes | |
|------|------------------------------------------|
| **A** | Internal Use Software |
| **B** | Buildings, Improvements, and Renovations |
| **C** | Construction In Progress |
| **D** | Land and Land Rights |
| **E** | Improvements to Land |
| **G** | Assets under capital lease |
| **H** | Leasehold improvements |
| **K** | Equipment |
| **Refer to Annex Z of the DPAS On-Line Help for more codes and definitions.** | |

# ASSET CONTROL CODES

| ACC Codes | |
|---|---|
| **I** | Intangibles |
| **J** | IPE Equipment |
| **K** | IT Equipment |
| **L** | IT Software |
| **M** | IT Other |
| **N** | Medical Equipment |
| **P** | Commercial Vehicles |
| **S** | Office Equipment |
| **T** | Other Equipment |

# ASSET CONTROL CODES AND ASSET CODES (REAL PROPERTY)

| Asset Control Codes | | Asset Codes | | | |
|---|---|---|---|---|---|
| **Q** | Minor Construction | **B** | Buildings, Improvements, and Renovations | **N** | Other Natural Resources |
| **R** | Major Construction | **D** | Land & Land Rights | **Y** | Other General PP&E |
| **V** | Other Natural Resources | **G** | Assets Under Capital Lease | **S** | Other Structures & Facilities |
| | | **H** | Leasehold Improvement | | |

# ASSET SUBSTITUTE CODES

| Asset Substitute Codes | |
|---|---|
| **N** | Non-type classified items |
| **I** | In-lieu-of |
| **S** | Authorized Substitute |

# BUY CODES

| Buy Codes | | | |
|---|---|---|---|
| **Blank** | N/A | **T** | Army |
| **B** | Other DOD agencies | **U** | DLA |
| **J** | DRMO (Defense Reutilization & Marketing Office) | **V** | GSA |
| **S** | Local Procurement | | |

# CLASSIFICATION CODES

| Classification Codes | |
|---|---|
| **C** | Contingency |
| **E** | Exempt |
| **L** | Limited procuremenT |
| **N** | Nontype classified |
| **O** | Obsolete |
| **P** | Low-rate production |
| **S** | Standard |
| **Click on the pick list to display additional codes.** | |

# COMMODITY MANAGEMENT CODES

| Commodity Management Codes | |
|---|---|
| **A** | Chief of Staff, Army. |
| **B** | U.S. Army Aviation and Troop Command - ground forces support materiel (other support materiel). |
| **C** | Office of the Surgeon General, U.S. Army Medical Materiel Agency - medical/dental material. |
| **D** | U.S. Army Armament Munitions and Chemical Command (AMCCOM) - Single manager ammunitions. |
| **E** | U.S. Army Aviation and Troop Command - general supplies (DLA/GSA items). |
| **F** | U.S. Army Support Activity, Philadelphia - clothing, textile, and nonmedical toiletries (DLA/GSA items). |
| **Click on the pick list to display additional codes.** | |

# CONDITION  CODES

| | Condition  Codes | | |
|---|---|---|---|
| A | Serviceable (without Qualifications) | E | Unserviceable (limited restoration) |
| B | Serviceable (with Qualifications) | F | Unserviceable (reparable) |
| C | Serviceable (priority issue) | G | Unserviceable – Incomplete |
| D | Serviceable (test/modification) | H | Unserviceable |
| **Other codes are available as needed.  Use the pick list to display appropriate selections.  Refer to Annex ZA of the DPAS On-Line Help for other codes and definitions.** | | | |

# CONTROLLED INVENTORY ITEM CODES

| | Controlled Inventory Item Codes | | | | |
|---|---|---|---|---|---|
| | **Classified Items** | | **Sensitive Items** | | **Pilferable Items** |
| A | Confidential - formerly restricted data. | N | Firearms. | I | Aircraft engine equipment and parts. |
| B | Confidential - restricted data. | P | Ammunition and explosives. | J | Pilferable Item - Pilferage codes may be designated by the coding activity to items coded U (unclassified) by recording the item to J. |
| C | Confidential | Q | Items that are a drug or other controlled substance identified as a Schedule III, IV, or V item, per the Controlled Substance Act of 1970.  Also includes other items requiring vault storage. | M | Handtools and shop equip-ment. |
| D | Confidential - cryptologic | R | Precious metals, a drug, or other controlled substance identified as a Schedule I or II item, per the Controlled Substance Act of 1970.  Also includes other items requiring vault storage. | V | Individual clothing and equipment. |
| E | Secret - cryptologic | 1 | Highest Sensitivity (Category I) - non-nuclear missiles and rockets in a ready-to-fire configuration. | W | Office machines. |
| F | Top Secret - cryptologic | 2 | High Sensitivity (Category II) - Arms, ammunition, and explosives. | X | Photographic equipment and supplies. |
| G | Secret - formerly  restricted data | 3 | Moderate Sensitivity (Category III) - Arms, ammunition, and explosives. | Y | Communications/electronic equipment and parts. |
| H | Secret - restricted data | 4 | Low Sensitivity (Category IV) - Arms, ammunition, and explosives.  Sensitive | Z | Vehicular equipment and parts. |
| **Click on the pick list to review additional Classified and/or Sensitive Item codes** | | | | | |

# DEMAND CODES

| Demand Codes | |
|---|---|
| **I** | Inactivated Item Demand |
| **N** | Nonrecurring Demand |
| **O** | No Demand |
| **P** | Nonrecurring Demand for special program requirements. |
| **R** | Recurring demand |

# DEMILITARIZATION CODES

| | | | |
|---|---|---|---|
| **Demilitarization Codes** | | | |
| A | Non-munitions list item (MLI)- demilitarization not required. | G | MLI-demilitarization required-ammunition, explosives, and other dangerous articles (AEDA). Demilitarization and, if required, declassification and removal of sensitive markings or information, will be accomplished prior to physical transfer to a Defense Reutilization and Marketing Office (DRMO). This code will be used for all AEDA items including those that also require declassification and removal of sensitive markings or information. |
| B | MLI – demilitarization not required. | P | MLI (security classified item)--declassification, and any other required demilitarization, and removal of any sensitive markings or information will be accomplished prior to accountability or physical transfer to a DRMO. This code will not be assigned to AEDA items. |
| C | MLI-remove or demilitarize installed key points outlined in DoD 4160.21-M-1 or lethal parts, components, and accessories. | Q | Strategic list item (SLI)--Demilitarization not required. SLI are non-MLI and are identified and licensed by the Department of Commerce through the Export Administration Regulations (EAR), 15 CFR, and indicated on the Commerce Control List (CCL), Part 799.1. Each CCL entry is preceded by a 5-digit Export Control Classification number (ECCN) and those ECCNs ending in the letter "A" or "B" are defined by DoD as SLI. These items are subject to Import Certification and Delivery Verification (IC/DV) control and other Trade Security Controls at disposition. |
| D | MLI-demilitarize by mutilation (total destruction of item and components) by melting, cutting, tearing, scratching, crushing, breaking, punching, neutralizing, etc. (As an alternative, burial or deep water dumping may be used when authorized by the DoD Demilitarization officer.) | G | MLI-demilitarization required-ammunition, explosives, and other dangerous articles (AEDA). Demilitarization and, if required, declassification and removal of sensitive markings or information, will be accomplished prior to physical transfer to a Defense Reutilization and Marketing Office (DRMO). This code will be used for all AEDA items including those that also require declassification and removal of sensitive markings or information. |
| E | MLI-demilitarization instructions to be furnished by the DoD Demilitarization Program Office. | P | MLI (security classified item)--declassification, and any other required demilitarization, and removal of any sensitive markings or information will be accomplished prior to accountability or physical transfer to a DRMO. This code will not be assigned to AEDA items. |
| F | MLI-demilitarization instructions to be furnished by item/technical manager. | | |

# DESCRIPTION CODES

| | | | |
|---|---|---|---|
| **Description Codes** | | | |
| G | Wrong Item | P | Overage |
| M | Damaged Item | R | Duplicate Shipment |
| N | Shortage | S | Duplicate Pseudo-Receipt |

# DOCUMENT IDENTIFIER CODES

| AMCISS INTERFACES | |
|---|---|
| **Z0A** | NSN |
| **Z0B** | Mfr Code/Part Nbr |
| **Z0D** | Other (MCN) |
| **Z0E** | Exception |

| SARSS-O/BOSS/CORAS/DMLS/DAAS INTERFACES | |
|---|---|
| **A01** | NSN Overseas |
| **A02** | PN Overseas |
| **A04** | Other Overseas |
| **A05** | Exception Data Overseas |
| **A07** | Overseas Requirement |
| **A0A** | NSN Domestic |
| **A0B** | PN Domestic |
| **A0D** | Other Domestic |
| **A0E** | Exception Data Domestic |

| Turn-In Document Identification Codes | |
|---|---|
| **A5J** | DRMO Turn-In (ONLY USED IF INTERFACING WITH DRMO) |
| **Z3A** | Turn-In |

| Modification/Cancellation/Follow-Up Document Identifier Codes | | | | | | |
|---|---|---|---|---|---|---|
| **Modification** | | **Cancellation** | | **Follow-Up** | | |
| ZM/ AM | Modification | ZC1/AC1 | Cancel from Requisitioner | ZF1/AF1 | Follow-Up from Requisitioner | AK2 | Follow-Up to Prev Cancelled Requisition |
| | | ZC2/AC2 | Cancel from Supplementary Address | ZF2/AF2 | Follow-Up from Supplementary Address | AK3 | Follow-Up to Prev Cancelled Requisition |
| | | AC3 | Cancel from Activity (rp 54) | AF3 | Follow-Up from Activity (rp 54) | AK4 | Follow-Up to Prev Cancelled Requisition |
| | | AC4 | Cancel from Activity (rp 55) | AF4 | Follow-Up from Activity (rp 55) | AK5 | Follow-Up to Prev Cancelled Requisition |
| | | AC5 | Cancel from Activity (rp 56) | AF5 | Follow-Up from Activity (rp 56) | AT | No receipt of Status |
| | | | | AFC | Follow-Up for Improvement EDD | TM1 | Follow-Up for Shipment Status |
| | | | | AK1 | Follow-Up to Prev Cancelled Requisition | | |

# EQUIPMENT CATEGORY CODES

The following is a list of the **Major** categories of the ECC.  Click on the Binoculars to search for the actual code.

| | Equipment Category Codes | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **A** | Aircraft | **F** | Tanks | **L** | Floating Equipment | **Q** | Support Equipment | **V** | Non-Tactical Wheel Vehicle (Commercial Design) |
| **B** | Air Defense Systems | **G** | Combat Vehicles | **M** | Railway Equipment | **R** | Ammunition And Ammunition Equipment | **W** | Furniture And Appliances |
| **C** | Missile Systems Land Combat | **H** | Tactical Vehicles | **N** | Construction Equipment | **S** | Installations Depot Peculiar Service Equipment | **X** | Office Equipment |
| **D** | Artillery Weapons | **J** | Communication And Electronic Equipment | **O** | Medical And Dental Equipment | **T** | Machine Tools | **Y** | Tools Not Classified Elsewhere |
| **E** | Small Arms | **K** | Electronic Test Equipment | **P** | Materiel Handling Equipment | **U** | Shop Support Equipment | **Z** | Equipment Not Listed Elsewhere |

# EQUIPMENT DEPRECIATION CODES

| Equipment Deprn Codes | |
|---|---|
| **If the ACC is L (IT Software), these are the applicable codes:** | |
| **1** | Commercial Software |
| **2** | Internally Developed Software |
| **If the ACC is N (Medical Equipment), these are the applicable codes:** | |
| **1** | High Tech Medical |
| **2** | Other Medical |
| **If the ACC is T (Other Equipment), these are the applicable codes:** | |
| **1** | Electronic General Equipment (500KW) |
| **2** | Printers/Publication/Duplicating Equipment |
| **3** | Radio/Broadcast Equipment |
| **4** | Steam Equipment (12.5 + K) |
| **5** | RDT&E |
| **6** | Telecommunications |
| **7** | Water Transportation Equipment |
| **8** | Other |

# EQUIPMENT READINESS CODES

| Equipment Readiness Codes | |
|---|---|
| **A** | Primary Weapon/Equipment |
| **B** | Auxiliary Equipment |
| **C** | Administrative Support Equipment |
| **M** | Multi Equipment Ready Code |

# ERROR EXPLANATION CODES

| Error Explanation Codes | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Blank** | N/A | | **AG** | DoDAAC not Authorized | | **DB** | Reject with CA Status |
| **AD** | Reject with CS Status | | **AN** | Reject with CA Status | | **ND** | Reject with CA Status |
| **AE** | Reject with CD Status | | **AP** | Reject with CA Status | | **NE** | Reject with CA Status |
| **AF** | Reject with CA Status | | **CX** | Reject with CA Status | | **PR** | Reject with CA Status |

# EXPENDITURE IDENTIFICIATION CODES

| Expenditure Identification Codes | |
|---|---|
| B | General Supplies |
| K | Mag tape and disk packs/hardware-computers |
| L | Maint parts for ITE/hardware |
| M | Other IT supplies |
| N | Medical supplies and equipment |
| **Other codes are available as needed. Use the pick list to display appropriate selections. Refer to Annex ZA of the DPAS On-Line Help for other codes and definitions** | |

# FULL DEPRECIATION CODES

| Full Depreciation Code | |
|---|---|
| **Blank** | Not fully depreciated |
| **F** | Fully depreciated (you cannot change the value to F; this is system generated) |
| **S** | Stop depreciation (may only be chosen if Asset Sts Cd = 'N Asset not in use' on the asset record) |

# PRECIOUS METAL CODES

| Precious Metal Codes | |
|---|---|
| **A** | Does not Contain Precious Metal |
| **C** | Has Two or More Precious Metals |
| **G** | Contains Gold |
| **P** | Has Platinum Family Metals |
| **S** | Contains Silver |
| **U** | Precious Metals Type is Unknown |
| **V** | Precious Metals Type Varies |

# PRIORITY DESIGNATOR CODES

| Priority Designator Codes | | | |
|---|---|---|---|
| **01** | Emergency UND=A, FAD=I | **09** | Routine UND=B, FAD=IV |
| **02** | Emergency UND=A, FAD=II | **10** | Routine UND=B, FAD=V |
| **03** | Emergency UND=A, FAD=III | **11** | Routine UND=C, FAD=I |
| **04** | High Priority UND=B, FAD= | **12** | Routine UND=C, FAD=III |
| **05** | High Priority UND=B, FAD=II | **13** | Routine UND=C, FAD=III |
| **06** | High Priority UND=B, FAD=III | **14** | Routine UND=C, FAD=IV |
| **07** | High Priority UND=A, FAD=IV | **15** | Routine UND=C, FAD=V |
| **08** | High Priority UND=A, FAD=V | | |

# PROPERTY TYPE CODES

| Property Type Codes | | | |
|---|---|---|---|
| **0** | Medical components | **5** | Basic load (class V) |
| **1** | Basic load (class I) | **6** | Lease rental equipment |
| **3** | Basic load (class II) | **7** | Installation reserve equipment |
| **4** | TDA property | **9** | Installation property (Non Deployable) |

# REAL PROPERTY CATEGORY CODES

| Real Property Category Codes | | | |
|---|---|---|---|
| **111** | Runway | **123** | Fuel Disp/Land |
| **112** | Taxiway | **124** | Oper Fuel Storage |
| **113** | Apron | **125** | Fuel/DOL Lines |
| **116** | Other Afld Pvmt | **126** | Fuel Disp/Otr |
| **121** | Fuel Disp/Aircraft | **131** | Comms Buildings |
| **122** | Fuel Disp/Marine | **132** | Comms/Other |
| **Click the pick list to display additional codes**. | | | |

# REAL PROPERTY FACILITY CONDITON CODES

| Real Property Facility Condition Codes | | | |
|---|---|---|---|
| **A** | Serviceable-Excellent (a facility that is normally less than five years old). | **I** | Functionally Inadequate (a facility that is serviceable (condition code equals A or B), but not suited functionally to match the unit, organization, or mission for which it is being used). |
| **B** | Serviceable-Fair (a facility that is over five years in age and requires only routine maintenance to maintain its condition). | **N** | Physically Non-serviceableNon-usable facility |
| **C** | Serviceable-Poor (a usable facility, but one that requires major renovation and/or maintenance beyond that of a routine job order). | | |

# Financial and Accounting Management Information System (FAMIS) Interface File Layout

1. Detail Record
.

| ATTRIBUTE | POSITION | TYPE |
|---|---|---|
| Function Code | 1-4 | 4 A/N |
| Maintenance Code | 5 | 1 A |
| Activity Code | 6-9 | 4 A/N |
| Accounting Reporting Number | 10-29 | 20 A/N |
| Fund Code | 30-31 | 2 A/N |
| Appropriation Allotment Serial Number | 32-36 | 5 A/N |
| Office | 37-47 | 11 A/N |
| Task Code | 48-61 | 14 A/N |
| Object Class Code | 62-67 | 6 N |
| Dollar Amount | 68-81 | 14N2 |
| Within/Outside Government Code | 82 | 1 A mandatory space |
| Job Order Number | 83-97 | 15 A/N |
| Asset Code | 98-99 | 2 A/N |
| Effective Date | 100-107 | 8 N |
| Transaction Date | 108-115 | 8 N |
| Servicing Activity Code | 116-119 | 4 A/N |
| Register Document Number | 120-133 | 14 A/N |
| Quantity | 134-138 | 5 N |
| Unit of Issue | 139-140 | 2 A/N |
| Unit Identification Code | 141-146 | 6 A/N |
| Asset Control Code | 147 | 1 A/N |
| Filler | 148-200 | Mandatory spaces |

2. Header Record.

| DESCRIPTION | POSITION | DPAS ATTRIBUTE |
|---|---|---|
| Literal 'TEXTHD U 2' | 1-10 | |
| Literal 'FAMIS DPAS' | 11-21 | |
| Blank (spaces) | 22-27 | |
| As of Date (YYMMDD) | 28-33 | |
| Blank (spaces) | 34 | |
| Message Number '001' | 35-37 | |
| Blank (spaces) | 38-46 | |
| From Address - Sending Site | 47-52 | Unit Identification Code |
| Blank (spaces) | 53-58 | |
| Julian Date of Transmission | 59-61 | |
| Blank (spaces) | 62-63 | |
| To Address - Receiving System | 64-66 | Literal `XXX' |
| Blank (spaces) | 67-74 | |
| Prior Sequence Number | 75-77 | |
| Current Sequence Number | 78-80 | |
| Filler | 81-200 | |